



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

5301

July 1, 2026

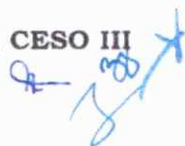
OFFICE MEMORANDUM

AD-2026- **330**

**DOCUMENTARY REQUIREMENTS, TIMELINE, UPDATED LIST
OF ELIGIBLE PERSONNEL, AND ALLOWABLE AMOUNT
OF MONTHLY COMMUNICATION ALLOWANCE**

To: RO Functional Division Chiefs
Education Program Supervisors
Section/Unit Heads
All Others Concerned

1. With the addition, promotion, and transfer of some eligible employees and as agreed during the Regional Executive Committee (REXECOM) Meeting conducted on March 9, 2026, and in compliance with DepEd Order No. 36, s. 2025 dated December 23, 2025 "Guidelines on the Payment of Communication Expenses for Officials and Employees of the Department of Education" the list of eligible employees and timeline are hereby updated.
2. The following documentary requirements shall be submitted to the Personnel Section on or before 12th of the succeeding month for processing:
 - a) Statement of Account (SOA)/Bill (1 original copy);
 - b) Invoice/Official Receipt or machine-validated statement of account indicating the registered mobile number (1 original copy);
 - c) Duly signed Daily Time Record (handwritten and biometric generated printed copy (1 certified photocopy); and
 - d) Duly signed and noted self-certification (Annex A of DBM Budget Circular No. 2024-2, s. 2024 (1 original copy)
3. Eligible personnel are given only two (2) months to reimburse the communication allowance for a specific month (e.g. communication allowance for the month of January shall be reimbursed until March only). Failure to submit the necessary requirements within the 2-month period shall be forfeited.
4. Attached is the updated list of eligible personnel with the monthly allocation for reference.
5. For information, guidance and strict compliance.


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Regional Director 

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