



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

June 23, 2025

**OFFICE MEMORANDUM**

**PRS-2025- 026**

**ADDITIONAL AUTHORIZED RECIPIENTS AND MONTHLY ALLOCATION  
FOR COMMUNICATION EXPENSES FOR CY 2025**

To : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Unit/Section Heads  
All Others Concerned


1. In reference to **Item No. 3.a of DepEd Order No. 014, s. 2025**, titled "*Amendment to DepEd Order No. 017, s. 2019 (Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines, and Prepaid Loads)*, as Amended by DepEd Order No. 002, s. 2023," which authorizes the inclusion of additional Schools Division Office (SDO) personnel—as recommended by the Schools Division Superintendent—as eligible recipients of official communication provisions, this Office hereby identifies the following personnel as authorized recipients, along with their respective maximum monthly allocations for postpaid lines or prepaid loads:

<b>Name</b>	<b>Designation</b>	<b>Monthly Allocation</b>
Sheryll Ann Marie G. Lacaba	Accountant III	1,000.00
Grace S. Pagunsan	Admin. Officer V	1,000.00
Atty. Rhea P. Aguado	Legal Officer Designate	1,000.00
Sunshine Marjorie E. Ventures	Budget Officer III	1,000.00
Gary H. Ballon	ITO	1,000.00
Suzette P. Candaza	AO IV - Cashier	1,000.00
Gennerson T. Nabual	AO IV – Supply Office	1,000.00
Maria Angela B. Antonio	AO IV - Records	1,000.00
Jennifer C. Alvarez	AO IV - HRM	1,000.00
Galina V. Panela	SEPS / DIO / DPAC	1,000.00
Ma. Marlie M. Mendoza	Planning Officer III	1,000.00
Robert Anthony F. Ygrubay	MT II/OIC-SEPS-SMME	1,000.00
Engr. Jordan B. De Veyra	Engineer III	1,000.00
Asther E. Bachar	Program Management	1,000.00
Rina M. Aboganda	Information System (PMIS)	1,000.00
Shiela Marie M. Cano	Focal Persons	1,000.00
<b>Total</b>		<b>16,000.00</b>

2. In compliance with **DBM Budget Circular No. 2024-2, Item 3.3**, it is emphasized that all communication expenses must be incurred with the highest

degree of judiciousness and prudence to ensure the efficient use of government funds. The above-mentioned personnel are reminded to avoid duplication of similar or related expenses and to strictly observe existing budgeting, accounting, and auditing laws, rules, and regulations.

3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

Enclosure: None

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
 COMMUNICATION PAYMENT



SGOD-PRS-GVP