



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

July 2, 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:

Name	Designation	Monthly Allocation
Sheryll Ann Marie G. Lacaba	Accountant III	100.00
Atty. Rhea P. Aguado	Legal Officer Designate	100.00
Sunshine Marjorie E. Ventures	Budget Officer III	100.00
Robert Anthony F. Ygrubay	MT II/OIC-SEPS-SMME	100.00
Galina V. Panela	SEPS / DIO / DPAC	100.00
Carren Meryl A. Cabadsan	SEPS	100.00
Marita P. Senolos	SEPS	100.00
Engr. Jordan B. De Veyra	Engineer III	100.00
Ma. Marlie M. Mendoza	Planning Officer III	100.00
Grace S. Pagunsan	Admin. Officer V	100.00
Suzette P. Candaza	AO IV - Cashier	100.00
Gennerson T. Nabual	AO IV – Supply Office	100.00
Maria Angela B. Antonio	AO IV - Records	100.00
Jennifer C. Alvarez	AO IV - HRM	100.00
Gary H. Ballon	ITO	100.00
Total		1,500.00

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

