



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

July 14, 2026

OFFICE MEMORANDUM
No. 039, s. 2026

**CORRIGENDUM TO OFFICE MEMORANDUM NO. 032 S. 2026: AUTHORIZED
RECIPIENTS AND MONTHLY ALLOCATION FOR COMMUNICATION
EXPENSES FOR CY 2026**

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

1. It is hereby informed that in **Office Memorandum No. 032, s. 2026** entitled "*Authorized Recipients and Monthly Allocation for Communication Expenses for CY 2026*", the SEPS-SMME recipient is Mr. Robert Anthony F. Ygrubay.
2. This should be changed to read as follows:

"...Ms. Rosalia M. Rivera – SEPS-SMME."
3. All other provisions stated in the original memorandum remain in force and effect.
4. Strict compliance with this directive is enjoined.


MARGARITO A. CADAYONA, JR. PhD, CESO VI
Schools Division Superintendent



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

June 9, 2026

OFFICE MEMORANDUM

No. 032 s. 2026

**AUTHORIZED RECIPIENTS AND MONTHLY ALLOCATION FOR
COMMUNICATION EXPENSES FOR CY 2026**

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

1. In reference to **DepEd Order No. 036, s. 2025**, dated December 23, 2025 titled "*Guidelines on the Payment of Communication Expenses for Officials and Employees of the Department of Education*" 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
Atty. Rhea P. Aguado	Legal Officer Designate	833.37
Sheryll Ann Marie G. Lacaba	Accountant III	833.33
Sunshine Marjorie E. Ventures	Budget Officer III	833.33
Galina V. Panela	SEPS / DIO / DPAC	833.33
Ma. Marlie M. Mendoza	Planning Officer III	833.33
Robert Anthony F. Ygrubay	MT II/OIC-SEPS-SMME	833.33
Gary H. Ballon	ITO	833.33
Grace S. Pagunsan	Admin. Officer V	833.33
Suzette P. Candaza	AO IV - Cashier	833.33
Gennerson T. Nabual	AO IV - Supply Office	833.33
Maria Angela B. Antonio	AO IV - Records	833.33
Jennifer C. Alvarez	AO IV - HRM	833.33
Total		10,000.00

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
Schools Division Superintendent

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