



Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



February 26, 2024

**DIVISION MEMORANDUM**

No. 114, s. 2024

**COMMUNICATION ALLOWANCE ALLOCATION FOR FISCAL YEAR 2024**

**To:** Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and SGOD)  
Education Program Supervisors  
Public Schools District In- Charge  
Section Heads  
All Concerned Personnel  
This Division

1. To improve efficiency and due to the demands for constant communication with the schools as well as other offices and agencies, a communication allowance is hereby granted to key personnel of this division with the following rates per DepEd Order No.002, s. 2023, to wit:

<b>Designation</b>	<b>Monthly Ceiling</b>
Schools Division Superintendent	4,000.00
Assistant Schools Division Superintendent	3,500.00
Division Chief	3,000.00
Education Program Supervisor	800.00
Public District Supervisor	800.00
School Heads/ Principal	1,500.00
Assistant Schools Principal managing SHS in Integrated Schools	1,000.00
Other staff authorized by the Schools Division Superintendent ( <i>please see Annex A</i> )	9,000.00

2. As a communication allowance provided by the Department of Education, it is expected that recipients of the said allocation shall contact and shall reply/ act on Official matters any time of the day within a week.



Address: Anecito Siete St. Mantic, Tangub City


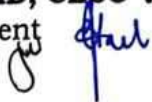
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3. Any utilized amount that exceeds the appointed allowance shall be paid personally by the concerned personnel.
4. Moreover, this Order reiterates that for payment of postpaid line and prepaid loads, only the following documents are needed as provided for under Section V (B.1.e.) of DO 017, s.2019: the SOA /Bill/ Invoice? Official Receipt or machine-validated SOA, and Certification by Agency Head or the authorized representative or the eligible recipient stating that calls made are all official in nature. Provided, however, that additional documents may be required from that claimant should the abovementioned documents not be complied with.
5. All other provisions of DO. 007, s.2019 and DO. 004, s. 2020 shall remain in effect.
6. For information and guidance.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent 



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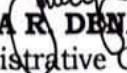
ANNEX A

**PROPOSED DISTRIBUTION OF THE PHP 9,000.00 COMMUNICATION  
ALLOWANCE FOR FY 2024**

No.	Name of Personnel	Position	Amount
1	Alden M. Antonio	Information Technology Officer I	300.00
2	Anna Daphne C. Mugar	Accountant III	1,000.00
3	Beberlie E. Daniel	Administrative Aide VI (SDS Sec.)	500.00
4	Ocampos, Eldon H.	Education Program Specialist II	300.00
5	Carelyn L. Villegas	Administrative Officer IV/HR	500.00
6	Cresilda Carreon	Administrative Aide VI (ASDS Sec.)	300.00
7	Delma R. Denapo	Administrative Officer V	1,500.00
8	Dorothy P. Neri	Planning Officer III	300.00
9	Eleanor A. Bellingan	Administrative Officer IV/ Records	500.00
10	Krizza Lorraine D. Quicoy	Administrative Officer IV/ Cash	500.00
11	Marites C. Suminguit	Administrative Officer V (Budget)	1,000.00
12	Mohamad Batingolo	Project Development Officer IV (DRRM)	300.00
13	Redeemer D. Denapo	Senior Education Program Specialist	500.00
14	Rene Boy G. Roxas	Senior Education Program Specialist	500.00
15	Ronie E. Senarillos	Administrative Officer IV/ Supply	500.00
16	Vacant	Medical Officer III	500.00
	<b>TOTAL</b>		<b>9,000.00</b>


Prepared by:

Noted by:


  
**DELMA R. DENAPO**  
Administrative Officer V

  
**MARITES C. SUMINGUIT**  
Administrative Officer V(Budget)

Recommending Approval:

  
**ERLINDA G. DAEL, PhD, CESE**  
Assistant Schools Division Superintendent

Approved:

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent



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