



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

February 7, 2023

Division Memorandum  
No. 45 s. 2023

**COMMUNICATION ALLOWANCE ALLOCATION FOR FISCAL YEAR 2023**

To: All Concerned Personnel  
This Division

1. To boost 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, to wit:

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

2. Any utilized amount that exceeds the appointed allowance shall be paid personally by the concerned personnel.
3. Additionally, this Order restates that, in accordance with Section V (B.1.e) of DO 017, s., only the following documents are required for payment of postpaid lines and prepaid loads. In 2019: the SOA, Bill, Invoice, Official Receipt, machine-validated SOA, and Certification by Agency Head, the authorized representative, or the qualified recipient declaring that calls made are all an official nature. Provided, however, that additional documents may be required from the claimant should the abovementioned documents are not complied with.
4. The rates listed above will be used for bills that begin to accrue in February 2023.
5. For information and guidance.

  
**VIRGILIO P. BATAN, JR. CESO VI**  
Schools Division Superintendent

OSDSsmis/ DivisionMemo/04-01-31-2023



Address: Capitol Drive, Estaka, Dipolog City 7100  
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ANNEX A

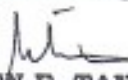
**PROPOSED DISTRIBUTION OF PHP 9,000.00 COMMUNICATION  
 ALLOWANCE FOR FY 2023**

No	Name of Personnel	Position	Amount
1	Helen E. Tangon	AO V- Admin. Services	500.00
2	Arvie M. Omtoy	Accountant	500.00
3	Casemera V. Lunjas	Budget Officer	500.00
4	Rey P. Janolino, Jr.	Legal Officer	500.00
5	Julius O. Belagantol	ITO	500.00
6	Robert I. Pocular III	SEPS- HRD	500.00
7	Wilson H. Inding	SEPS- M&E	500.00
8	Jessie E. Elacan	SEPS- Soc. Mob	500.00
9	Giparel B. Elumba	Planning Officer	500.00
10	Jun Leonard U. Romarate	AO IV - Supply	500.00
11	Elena A. Nieves	AO IV - Cashier	500.00
12	Marylynn B. Bayron	AO IV - Personnel	500.00
13	Dave A. Patigayon	Engineer III	500.00
14	Eunice D. Janolino	PDO II	500.00
15	Leonido A. Pampilo, Jr.	SEPS- P&R	500.00
16	Sheena Marie L. Suelto	AO-II	400.00
17	Marife A. De la Cerna	ADAS III	400.00
18	Tedee S. Tabilon	ADA VI	350.00
19	Mary Mae V. Bolneo	ADA VI	350.00
<b>TOTAL</b>			<b>9,000.00</b>

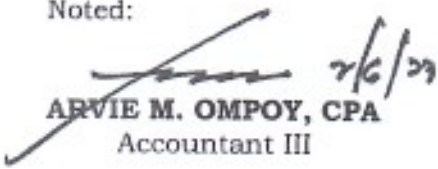
Prepared by:

  
**SHEENA MARIE L. SUELTO**  
 AO II

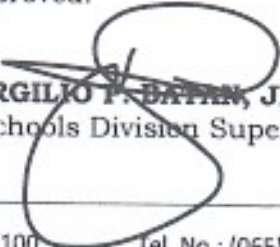
Recommending Approval:

  
**HELEN E. TANGON**  
 AO V

Noted:

  
**ARVIE M. OMPOY, CPA**  
 Accountant III

Approved:

  
**VIRGILIO P. DATIN, JR. CESO VI**  
 Schools Division Superintendent

OSDSsmls/DivisionMemo/04-01-31-2023



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