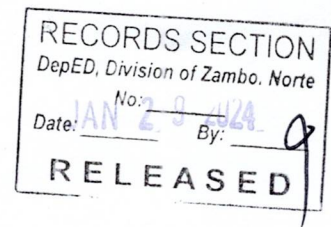




Republic of the Philippines
Department of Education
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

January 26, 2024

Division Memorandum
 No. 08 s. 2024

COMMUNICATION ALLOWANCE ALLOCATION FOR FISCAL YEAR 2024

To: All Concerned Personnel
 This Division

- 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
Assistant School Principal managing SHS in Integrated SS	1,000.00
Other staff authorized by the Schools Division Superintendent (<i>please see Annex A</i>)	9,000.00

- Any utilized amount that exceeds the appointed allowance shall be paid personally by the concerned personnel.
- Additionally, this memorandum 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.
- The rates listed above will be used for bills that begin to accrue in January 2024.
- For information and guidance.

ROY C. TUBALLA EMD, JD, CESO V
 Schools Division Superintendent

References: DepEd Order No. 002 s. 2023

OSDSsmls/DivisionMemo/04-01282024





Republic of the Philippines
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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

ANNEX A

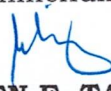
**PROPOSED DISTRIBUTION OF PHP 9,000.00 COMMUNICATION
ALLOWANCE FOR F.Y. 2024**

No	Name of Personnel	Position	Amount
1	Helen E. Tangon	AO V- Admin. Services	500.00
2	Arvie M. Omпой	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. Poculan 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	Nicollette Ria E. Tangon	EPS- HRD/ DIO	500.00
11	Elena A. Nieves	AO IV - Cashier	500.00
12	Marylynne B. Bayron	AO IV - Personnel	500.00
13	Ethyl Kimberly S. Labadan	PDO II	500.00
14	Leonido A. Pampilo, Jr.	SEPS- P&R	500.00
15	Sheena Marie L. Suelto	AO-II, OSDS	500.00
16	Marife A. De la Cerna	ADAS III, OSDS	500.00
17	Tedee S. Tabilon	ADA VI, OASDS	500.00
18	Shammah Grace B. Velasco	ADAS II, OASDS	500.00
TOTAL			9,000.00

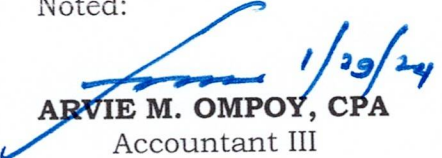
Prepared by:


MARIFE A. DE LA CERNA
ADAS III

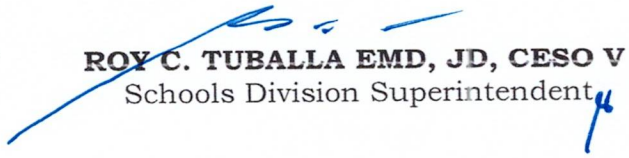
Recommending Approval:


HELEN E. TANGON
AO V

Noted:


ARVIE M. OMPOY, CPA
Accountant III

Approved:


ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

OSDS/ smls/ DivisionMemo
04-01282024