




Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



OFFICE MEMORANDUM
No. 607, s. 2026

To : All Division Personnel

FROM :  PETER J. GALIMBA
OIC, Schools Division Superintendent

Subject : OTHER STAFF IN THE SCHOOLS DIVISION OFFICE (SDO)
AUTHORIZED FOR REIMBURSEMENT OF COMMUNICATION EXPENSE

Date : January 5, 2026

DepEd Order No. 36, s. 2025 dated December 23, 2025, stipulates the Guidelines on the Payment of Communication Expenses for officials and Employees of the Department of Education. It identifies the personnel occupying specific positions which are entitled for the payment of communication expenses. Further, it authorizes the Schools Division Superintendent to grant reimbursement of communication expense to identified permanent officials and personnel in the Schools Division Office for use in the performance of their official duties and responsibilities, the officials and personnel occupying the following positions are hereby authorized to reimburse per month the amount indicated as follows:

No.	Position	Amount
1	Administrative Officer V	500.00
2	Administrative Officer V(Budget)	500.00
3	Legal Officer	500.00
4	Accountant	500.00
5	Information Technology Officer I	500.00
6	Administrative Officer IV (Supply)	500.00
7	Administrative Officer IV(Personnel)	500.00
8	Administrative Officer IV(Records)	500.00
9	Administrative Officer IV (Cash)	500.00
10	Administrative Officer IV (Procurement)	500.00
11	Planning Officer III	500.00
12	SEPS-SocMob	500.00
13	SEPS, HRD	500.00
14	EPS II-HRD	300.00
15	EPS II- M and E	300.00
16	Research Coordinator	300.00
17	PDO I (YFD)	300.00
17	EPS II- ALS	300.00
18	Driver	300.00
19	ADAS III (SDS Office)	300.00
20	AA-VI (ASDS Office)	300.00
21	Librarian	300.00
22	PDO-II	300.00
23	AA-I (SDS Office)	300.00
	Total	9,800.00

Para sa Kampeon na Escalantehanon, SIGE (Sustainable Initiatives Geared towards Excellence), Escalante, Sa SDO Escalante, May Kaagapay Ka!



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Eligible employees listed above shall register one mobile number with the Administrative Section which shall be considered as their official number. Only one number shall be allowed for reimbursement purposes, regardless whether the ceiling has been fully consumed or not.

The processing of payment for communication expenses must be supported by the following documents:

1. **Official Receipt;**
2. **Billing Statement, for postpaid;**
3. **Self-certification** that the communication expenses incurred were official in nature and necessary to the performance of official duties and responsibilities;
4. **Daily Time Record (DTR).**

All transactions arising in the implementation of this memorandum shall comply with applicable accounting, budgeting, auditing laws and other relevant rules and regulations.

For immediate dissemination.