



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 7, 2020

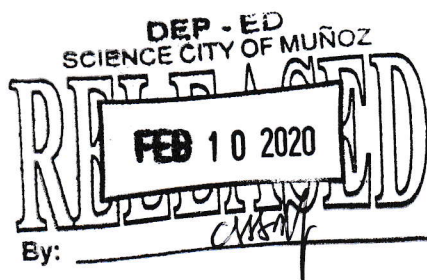
DIVISION MEMORANDUM


No. 50 , s. 2020

REQUEST OF PAYMENT FOR MOBILE EXPENSE

To: All concerned SDO Personnel

1. Please be informed that the Request of Payment for Mobile Expense is every 25th of the month.
2. The concerned SDO Personnel are hereby advised to submit to the Payroll Unit for consolidation and preparation of Disbursement Voucher (DV) and Obligation and Request Status (ORS) the following documents to wit:
 - Statement of Account (SOA) or Billing Statement for Postpaid Lines
 - Official Receipt (OR) and Certification from the Chief/Unit Head for Prepaid Loads.
3. Attached herewith is the List of Personnel entitled for Payment of Mobile Expenses.
4. Please be guided accordingly.




DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

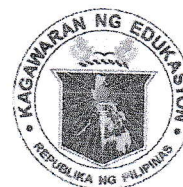
budget_2020



Loyal, Excellent, Accountable and Dedicated to Service
Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



Certificate No. 50500731 QM15



LIST OF PERSONNEL/STAFF WHO WILL AVAIL OF OFFICIAL MOBILE PHONE SUBSCRIPTIONS/LINES AND PREPAID LOADS


Below is the list of Personnel/Staff of **Division of Science City of Muñoz** who will avail of mobile phone subscriptions/lines and prepaid loads, chargeable against the allowable provision for such purpose. This provision will facilitate the accomplishment of functions and responsibilities of the following personnel to wit:

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION (PHP)
Mobile Phone Subscriptions/Lines			
Dante G. Parungao	Schools Division Superintendent		3,000.00
William Roderick R. Fallorin	Assistant Schools Division Superintendent		2,500.00
Bernardo A. Gargabite	SGOD Chief Education Supervisor		2,000.00
Larry B. Espiritu	CID Chief Education Supervisor		2,000.00
Winnie W. Poli	Education Program Supervisor		500.00
Mary Queen P. Orpilla	Education Program Supervisor		500.00
Nelly DC. Sacman	Education Program Supervisor		500.00
Mercedita D. Saldero	Education Program Supervisor		500.00
Zoraida F. Espino	Education Program Supervisor		500.00
Melody E. Galingan	Education Program Supervisor		500.00
Augusto A. Mateo	Education Program Supervisor		500.00
Rodolfo A. Dizon	Education Program Supervisor		500.00
Nelween M. Gan	Education Program Supervisor		500.00
Nehemiah L. Ganiban	Education Program Supervisor		500.00
Johann M. Tabing	Information Technology Officer I		800.00
Jomel V. Mangawang	Accountant III		800.00
Fhriessy Cruz S. Bermuda II	Administrative Officer V		800.00
Minda V. Mangalindan	Administrative Officer V		800.00
Emalyn R. Maglanoc	Administrative Officer IV		800.00
Stella Marie C. Dumale	Administrative Officer IV		800.00
Prepaid Loads			
Cyril S. Talusan	Education Program Specialist II		500.00
Edgardo San Andres Jr.	Education Program Specialist II		500.00
Joy Karen Dumale	Administrative Assistant III		500.00
Marianne C. Coronel	Medical Officer III		400.00
Jayson V. Flores	Dentist II		400.00
Alvin Tangonan	DepED Engineer		400.00
Jimmy Guevarra	Administrative Aide IV		300.00
Winnie S. Valdez	Administrative Assistant III		200.00
TOTAL			P 22,500.00

**list down functions, as stated in the TOR, which requires frequent use of mobile phones and prepaid loads, specify official business use of the mobile phone subscription/lines and prepaid loads in order for the personnel to perform cited function (e.g., to coordinate with stakeholders, to gather data from regional offices)*

The total amount of P 22,500.00 is chargeable against and within the approved monthly ceiling for the personnel/staff of OSDS, CID and SGOD, as provided in the *Guidelines on the Use of Mobile Phone Subscriptions/Lines/ and Prepaid Loads* under DepEd Order No. 017, s.2019, dated July 18, 2019.

Approved by:


DANTE G. PARUNGAO, CESO VI
 OIC – Schools Division Superintendent