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

March 10, 2026

SCHOOLS DIVISION MEMORANDUM
No. 115, s. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
All Others Concerned

GUIDELINES ON THE PROVISION AND USE OF OFFICIAL MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS

1. In adherence to DepEd Order No. 36, s. 2025 titled Guidelines on the Payment of Communication Expenses for Officials and Employees of the Department of Education, this Office issues the Updated List of Personnel/Staff who will Avail of Official Mobile Phone Subscription/Lines and Prepaid Loads (Annex A) **effective January 2026**.

2. This Memorandum reiterates that for payment of postpaid line and prepaid loads only the following documents are needed as stated in the DepEd Issuances:

   a. The SOA/Bill/Invoice/Official Receipt or machine validated SOA;
   b. Self-Certification that the communication expenses incurred were official in nature and necessary to the performance of official duties and responsibilities; and
   c. Duly signed Daily Time Record, except for officials who are not required to render biometric attendance.

3. Reimbursement shall be made on a monthly basis every 5th day of the following month to be submitted to Payroll Unit for preparation of general payroll.

4. Immediate and wide dissemination of this Memorandum is earnestly desired.

DEP-ED SCIENCE CITY OF MUÑOZ RECEIVED MAR 1 1 2026 by:

JOHANNA N. GERVACIO, PhD, CESO V
Schools Division Superintendent

Acctg/2026/JVM

ANNEX A

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

Below is the list of Personnel/Staff of Division of Science City of Muñoz who will avail of mobile phones 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	MONTHLY ALLOCATION
JOHANNA N. GERVACIO, PhD, CESO V	Schools Division Superintendent	2,500.00
RONILO E. HILARIO, CESO VI	Assitant Schools Division Superintendent	2,000.00
LARRY B. ESPIRITU, PhD	Chief ES - CID	2,000.00
BERNARDO A. GARGABITE. EdD	Chief ES - SGOD	2,000.00
RODOLFO A. DIZON, PhD	Education Program Supervisor	800.00
ZORAIDA F. ESPINO, PhD	Education Program Supervisor	800.00
MELODY E. GALINGAN	Education Program Supervisor	800.00
AILEEN G. MACTAL	Education Program Supervisor	800.00
AUGUSTO A. MATEO	Education Program Supervisor	800.00
MARY QUEEN P. ORPILLA, PhD	Education Program Supervisor	800.00
WINNIE W. POLI	Education Program Supervisor	800.00
NELIE D. SACMAN, PhD	Education Program Supervisor	800.00
MERCEDITA D. SALDERO	Education Program Supervisor	800.00
LEILANI D. TIDALGO	Education Program Supervisor	800.00
NOVALYN C. RODOLFO, PhD	Education Program Supervisor	800.00
FHRIESSY CRUZ S. BERMUDA, II	Administrative Officer V	650.00
JOHANN M. TABING	Information Technology Officer I	650.00
JOMEL V. MANGAWANG	Accountant III	650.00
ROMMEL L. CORPUZ, CPA	Attorney III	650.00
MINDA V. MANGALINDAN	Administrative Officer V	650.00
STELLA MARIE C. DUMALE	Administrative Officer IV	650.00
WINNIE S. VALDEZ	Administrative Officer IV	650.00
AARON S. SOBREVILLA	Administrative Officer IV	650.00
EMALYN R. MAGLANOC	Administrative Officer IV	650.00
SHIRLEY A. PASCUAL	Administrative Officer IV	650.00
MARIANNE C. CORONEL, MD	Medical Officer III	650.00
CYRIL S. TALUSAN	Senior Education Program Specialist	650.00
MARLON V. SIMINIG	Planning Officer III	650.00

KIMBERLY JOAN N. TADEO	Administrative Officer II	650.00
SHEENA S. CABARDO	Administrative Officer II	300.00
RICHARD D. HAMBRE	Administrative Aide VI	300.00
TOTAL		**27,000.00**

The total amount of Php27,000.00 is chargeable against and within the approved monthly ceiling of the personnel/staff of the OSDS, CID, SGOD as provided in the Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads as Amended under DepEd Order No. 36 s. 2025 dated December 23, 2025.

Approved:

JOHANNA N. GERVACIO, PhD CESO V
Schools Division Superintendent