



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

OSDS-2026- 052

To : To all personnel under the Office of the Schools Division  
 Superintendent

Subject : **AUTHORIZATION TO INCURE COMMUNICATION EXPENSE**

Date : February 18, 2026

In pursuant to **DepEd Order No. 036, s. 2025**, the following personnel are hereby authorized by the Schools Division Superintendent to incur communication expenses necessary for the performance of their official duties:

Designation	Employee Name	Monthly Ceiling (Php)
Administrative Officer V	Francis Jude D. Alcomendras	800.00
Administrative Officer V	Jake Lloyd S. Vencio	800.00
Accountant III	Ma. Florinel G. Gallardo	800.00
Attorney III	Clarisse Joy C. Arnaez-Llaban	800.00
Administrative Officer IV – HR	Myhrra Faye L. Balingit	800.00
Administrative Officer IV-Records	Aleli M. Chiong	800.00
Administrative Officer IV – Cash	Rosario B. Diamante	800.00
Administrative Officer IV –Procurement	Rotsen Ray N. Gayud	800.00
IT Officer I	Stephen R. Pascual	400.00
Administrative Officer II	Lermalyn D. Luayon	400.00
Administrative Assistant III	Evangeline B. Marata	400.00
Administrative Aide VI	Renil C. Concoles	400.00
Administrative Officer II	Sheena A. Asarak	400.00
Administrative Officer II	Guy R. Mara-asin	400.00
Administrative Officer II	Claire Marriz N. Moral	400.00
Administrative Officer II	Heidi B. Escalona	400.00
Administrative Officer II	Chindy E. Bagando	400.00

These expenses shall be charged against Division MOOE and must strictly follow the liquidation guidelines prescribed under DepEd Order No. 036, s. 2025, including submission of official receipts, certification of necessity, and compliance with audit requirements.

This ceiling is set to ensure prudent use of government resources, transparency, and accountability, while supporting the operational requirements of the Division.

For strict compliance.

*M. Estacio*  
**MELANIE P. ESTACIO, Ph.D., CESO VI**  
 Schools Division Superintendent *901*

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED** *WVS*  
 DATE: 19 FEB 2023 TIME: 2:57 PM  
 BY: *[Signature]*

