



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 25, 2021

**REGIONAL MEMORANDUM**

No. **000282**, s. 2021

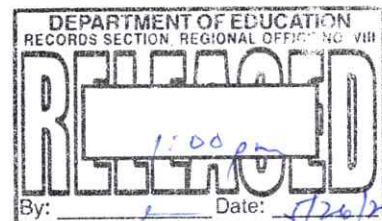
**ONLINE LEARNING SESSION ON THE USE OF THE DBM ELECTRONIC SPECIAL ALLOTMENT RELEASE ORDER (E-SARO) VIEWER**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is an **ADVISORY dated May 24, 2021** issued by the **Department of Budget and Budget Management (DBM) Regional Office VIII**, entitled **Online Learning Session on the Use of the DBM Electronic Special Allotment Release Order (E-SARO) Viewer**, for information and guidance of all concerned.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director *al*

FD-BS-GJNC





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

*S-29-2021*

**ADVISORY**  
May 24, 2021

**FOR : THE REGIONAL DIRECTOR AND SCHOOLS DIVISION SUPERINTENDENT, DEPARTMENT OF EDUCATION (DEPED) – REGION VIII**

**THE OFFICER-IN-CHARGE REGIONAL DIRECTOR AND CHIEF OF HOSPITALS, DEPARTMENT OF HEALTH (DOH) – REGION VIII**

**THE REGIONAL DIRECTOR AND DISTRICT ENGINEERS, DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS (DPWH) – REGION VIII**

**FROM : The Regional Director, DBM Regional Office VIII**

**Subject : ONLINE LEARNING SESSION ON THE USE OF THE DBM ELECTRONIC SPECIAL ALLOTMENT RELEASE ORDER (E-SARO) VIEWER**

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1.0 As part of the pilot implementation of the e-SARO and use of digital SARO under DBM Circular Letter No. 2021-6,<sup>1</sup> sessions of online training on the use of the SARO Viewer for the authorized users shall be scheduled.

2.0 Anent this, we are inviting the participants, per List of Authorized Users on the SARO Viewer Application, hereto attached as Annex "A," to attend the Online Learning Session on the Use of the DBM e-SARO Viewer.

Please be reminded that the e-mail address of the said users should be **verified with the list and registered in the DBM Apps Portal (apps.dbm.gov.ph)** in order to be eligible for registration to the SARO Viewer.

3.0 The participants may access the video and other materials for asynchronous learning in a separate e-mail.

4.0 The Live Question and Answer (Q & A) session will be held on May 27, 2021, 2:00-3:00 p.m. via Zoom. A separate e-mail containing the Zoom link will be sent a day before the event for the purpose.

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<sup>1</sup> Recognition, Use, and Online Release of Digital Special Allotment Release Orders (SAROs)

5.0 Should you have questions, you may contact the following:

<u>Name</u>	<u>E-mail Address</u>
1. Arnel C. Yboa	<a href="mailto:ayboa@dbm.gov.ph">ayboa@dbm.gov.ph</a>
2. Jocel Marianne C. Berico	<a href="mailto:mberico@dbm.gov.ph">mberico@dbm.gov.ph</a>
3. Carl Patrick H. Bernardo	<a href="mailto:cbernardo@dbm.gov.ph">cbernardo@dbm.gov.ph</a>
4. Neuman M. Gallardo	<a href="mailto:ngallardo@dbm.gov.ph">ngallardo@dbm.gov.ph</a>

Thank you for your usual cooperation and prompt compliance.



Digitally signed by  
Imelda C. Laceras  
Date: 2021.05.24  
17:22:48 +08'00'

**IMELDA C. LACERAS, CESO III**



## LIST OF AUTHORIZED USERS FOR THE E-SARO VIEW APPLICATION

Agency	Name	Position/Office	Authorized User	E-mail Address	Remarks
Department of Education					
1 Regional Office No. VIII					
	Alma E. Suyom	CAO - Finance Division		alma.suyom@deped.gov.ph	not yet registered
	Gladys J. Fabilo	SAO - Finance Division		gladys.fabilo@deped.gov.ph	not yet registered
	Fe M. Gerona	Accountant III		fe.gerona@deped.gov.ph	Email registered in the DBM apps
	Gary Jay N. Calipayan	Budget Officer III		garyjay.calipayan@deped.gov.ph	Email registered in the DBM apps
2 Division of Baybay City					
	Ma. Rosario A. Mauro	Budget Officer III		marosario.mauro@deped.gov.ph	Email registered in the DBM apps
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	Jemiera Basalo	Administrative Assistant I		jemiera.basalo@deped.gov.ph	not yet registered
	Dia Marie L. Maraton	Administrative Assistant III		diamarie.maraton@deped.gov.ph	not yet registered
3 Baybay National High School	Maurice Lotena O. Yodong	Administrative Assistant III		mauricelotena.yodong@deped.gov.ph	not yet registered
4 Division of Borongan City	Bernardo A. Adina, CESO VI	Schools Division Superintendent		bernardo.adina@deped.gov.ph	bernardo.adina@deped.gov.ph
	Denise Marie C. Escoto	Administrative Officer IV		denisemarie.custodio@deped.gov.ph	Email registered in the DBM apps
	Oscar D. Lavado, Jr.	Administrative Assistant I		oscarjt.lavado@deped.gov.ph	not yet registered
	Raquel H. Bingco	Accountant III		raquel.bingco@deped.gov.ph	Email registered in the DBM apps
5 Eastern Samar National Comprehensive High School	ALVIN CORADO	Accountant I		alvin.corado@deped.gov.ph	not yet registered
6 Lalewigan National High School	QUERUBEN CAJEGAS, JR.	Senior Bookkeeper		querubenjr.cajegas@deped.gov.ph	Email registered in the DBM apps
7 Division of Calbayog City	Sheryl Ann Marie G. Lacaba	Accountant III		sheryllaninaria.lacaba@deped.gov.ph	with that enrolled in dbm apps
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8 Rafael Lentejas Memorial School of Fisheries	Romeo Castante	Principal II		romeo.castante@deped.gov.ph	enrolled/registered in dbm apps
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9 Division of Catbalogan City	Maristela T. Cabalquinto	Budget Officer III		maristela.cabalquinto@deped.gov.ph	enrolled/registered in dbm apps
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10 Samar National High School	Mary Ann A. Cinco	Accountant I		maryann.cinco01@deped.gov.ph	enrolled/registered in dbm apps
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	Hilda T. Lao	Administrative Assistant II		hilda.lao@deped.gov.ph	
13 Maasin Vocational High School	Lani Cervantes	Schools Division Superintendent		lani.cervantes@deped.gov.ph	Email registered in the DBM Apps
14 Division of Ormoc City	Azenith Yaimyamin	Accountant III		azenith.yaimyamin@deped.gov.ph	Email registered in the DBM Apps
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17	Division of Tacloban City	Rhoda V. Dinoy	Principal II	rhoda_dinoy@deped.gov.ph	Email registered in the DBM Apps
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18	Leyte National High School	Mark Gil Nirza	ADAS III	mckoyngasin@gmail.com	
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19	Marasbaras National High School	Samuel Paculan	Principal	samuel.paculan@deped.gov.ph	
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20	Sagkahan National High School	Margarita Evangeline Molon	ADAS III	emargarita2002@gmail.com	
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21	San Jose National High School	Krizza Mae Mailarit	ADAS III	amfabillar@yahoo.com	
		Luisito Adrales	Principal	luisitoadrales7@gmail.com	
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23	Tacloban National High School	ROANNE PINGOL	ADAS III	roannepingol97@gmail.com	
		Alvin Arpon	ADAS III	alvinarpon79@gmail.com	
24	Tacloban National Agricultural School	Larry Penalosa	Principal	larry.penalosa01@deped.gov.ph	
		Benjo Asrit	ADAS III	benjo.asrit@yahoo.com	
25	Tacloban City Night High School	Elvie Lamas	ADAS III	elvieilamas@gmail.com	
		Bayani Adona	Principal	bayani.adona001@deped.gov.ph	
26	Division of Biliran	Judella Lumpas	Schools Division Superintendent	judella.lumpas@deped.gov.ph	
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28	Naval National High School	Christine Rotiles	Administrative Assistant III	chrotiles@gmail.com	
29	Maripipi National Vocational School	STEPHEN NEE N. JADULCO	Accountant I	stephenjadulco89@gmail.com	
		MALYN G. GRAFIL	Head Teacher I	malyn.grafil001@deped.gov.ph	
30	Caibiran (Manlabang) National High School	Elvira Gregorio	Administrative Officer II	elv_gre@yahoo.com	
31	Kawayan National High School	MODESTA G. OLASIMAN	Principal II	modesta.olasiman001@deped.gov.ph	
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33	Division of Eastern Samar	CARMELINO BERNADAS	Schools Division Superintendent	carmelino.bernadas001@deped.gov.ph	carmelinobernadas@gmail.com
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35	Dolores National High School	NEIL JAN ANACTA	Administrative Assistant III	neil022990@gmail.com	enrolled/registered in dbm apps
36	Giporlos National Trade School	METHIE FABILLAR	Administrative Assistant III	methiefabillar@gmail.com	URS_email: haeeljoycedena8@gmail.com
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38	Lawaan National School of Craftsmanship and Home	BELEN CELESTE ESCOTO	Administrative Assistant III	belen.celester@yahoo.com	enrolled/registered in dbm apps
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44	Sulat National High School	DEO ANGELO DURANGO	Administrative Assistant III	daquvrang08@gmail.com	enrolled/registered in dbm apps
45	Taft National High School	ALDA ULTRA	Administrative Assistant III	josefino.ultra@deped.gov.ph	enrolled/registered in dbm apps
46	Division of Leyte	Manuel Albano	Schools Division Superintendent	manuel.albano@deped.gov.ph	
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47	Merida Vocational School	Leizel Aquilo	Administrative Assistant III	mvs.budgetoffice@gmail.com	ok
48	Leyte Agro-Industrial School	Jose mari Baluran	Accountant I	lais.budgetoffice@gmail.com	Email registered in the DBM Apps
49	Hilongos National Vocational School	Mary Grace Basa	Administrative Assistant III	mvs.budgetoffice@gmail.com	ok
50	Dulang National High School	LInamor Rapada	Administrative Assistant III	duinats@gmail.com	ok
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53	Burauen Comprehensive National High School	Aiza Gerilla	Administrative Assistant III	gerillaizara@gmail.com	
54	Bato School of Fisheries	Lovella Piezon	Administrative Assistant III	bsof.budgetoffice@gmail.com	ok
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58	Capul Agro-Industrial High School	Aida C. Sularta	Administrative Assistant III	aida.sularta1@deped.gov.ph	ok
59	Catubig Valley National High School	Nonie T. De Asas	Senior Bookkeeper	ntusingdeasas@gmail.com	ok
60	Mapanas Agro-Industrial High School	Adelaida Esponilla	Senior Bookkeeper	adelaida_esponilla@deped.gov.ph	adelaidespo@yahoo.com
61	Mondragon Agro-Industrial High School	Janzie Sharon D. Chin	Administrative Assistant II	janzie.dchin@gmail.com	new user need to register
62	San Antonio Agricultural and Vocational School	Montessa C. Argento	Administrative Assistant II	kenryuzhen0604@gmail.com	new user need to register
63	San Isidro Agro-Industrial High School	Arnel Gabeja	Senior Bookkeeper	arnel.gabeja@gmail.com	no account (new user?)
64	San Jose Technical High School	Jocelyn E. Pederio	Accountant I	jocelyn.pedert065@deped.gov.ph	ok
65	San Vicente School of Fisheries	Willard Castillo	Administrative Assistant III	odrailwcast@gmail.com	wilardo_castillo@deped.gov.ph
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67	Eladio T. Balite Memorial School of Fisheries	Elsa G. Gamay	Administrative Officer I	elsa.gamay05@deped.gov.ph	eglodogamay@yahoo.com
68	Gala Vocational School	Myni E. Nueva	Teacher I	myrilesponillanueva@gmail.com	ok
69	Lorenzo S. Menzon Agro-Industrial School (Laping A)	Elvie Sidro	Administrative Assistant III	elvie_sidro@yahoo.com	ok
70	San Roque-Pambujan Vocational High School	Josephine Mejos	Administrative Assistant II	jcmejo56@gmail.com	ok
71	Silvino Lubos Vocational High School	Teresta D. Maghanoy	Senior Bookkeeper	terestamaghanoy38@gmail.com	terestadia679@yahoo.com
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73	Bobon School for Philippine Craftsmen	Ma. Lourdes O. Alo	Administrative Assistant III	bobonso@gmail.com	ok
74	Sumuroy Agro-Industrial High School	Victoria Caparoso	Administrative Assistant III	victoriacaparoso@yahoo.com	ok
75	Division of Samar	Carmela Tamayo	Schools Division Superintendent	carmela.tamayo@deped.gov.ph	In order
		Jarril Bangno	Budget Officer III	bangnojarril@gmail.com	Changed to bangnojarril@gmail.com.
		Balfran Jade Tan	Accountant III	balfranjade.tan@deped.gov.ph	Changed to balfranjade.tan@deped.gov.ph. In order

76	Calbiga National High School	Greico Abaigar	Administrative Assistant III	greicoabaigar@gmail.com	In order
77	Hinabangan National High School (Rawis NHS)	Joanna Marie Tan	Administrative Assistant III	joypanmama@yahoo.com	In order
78	Tarangnan National High School	Marilyn Hobayan	Administrative Assistant III	marilyn.hobayan@gov.ph	Registered
79	Wright National High School	Grace Babalcan	Administrative Assistant III	gracedeguia19@gmail.com	In order
80	Baese National High School	Ariane Labraque	Accountant I	ariane303592@deped.gov.ph	Email add corrected based on registered
81	Claudio Calagos Memorial School of Fisheries	Marnel Salinas	Administrative Assistant III	mbsalinas@gmail.com	email in DBM apps order
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84	West Coast Agricultural High School	Edgar Cabutin	Administrative Assistant III	edgar.cabutin@deped.gov.ph	ok
85	Division of Southern Leyte	Genis S. Murallos, Ed.D., CESE V	Schools Division Superintendent	genis.murallos@deped.gov.ph	
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88	Pintuyan National Vocational High School	Rico L. Amper	Sec. School Principal IV	303477@deped.gov.ph	
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