



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

May 11, 2022

**OFFICE MEMORANDUM**

No. **256**, s. 2022

To: Schools Division Superintendents } Divisions of Baybay City and Leyte  
Regional Office Divisions  
All Others Concerned

**COMMUNICATION ALLOWANCE FOR PERSONNEL INVOLVED IN THE  
SUSTAINING EDUCATION REFORM GAINS (SERG) PROJECT**

1. Attached is memorandum dated April 26, 2022 on the communication allowance from January to February 2022 for DepEd Personnel involved in the of the Sustaining Education Reform Gains (SERG) Project.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

HRDD-ABL



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OFFICE OF THE DIRECTOR IV  
 Date and Time Received: MAY 2022  
 Date and Time Released: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Signature: \_\_\_\_\_

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Republic of the Philippines  
**Department of Education**  
 PROJECT MANAGEMENT SERVICE

RECEIVED  
 5/11/22  
 [Signature]

Office of the Director

**MEMORANDUM**

**FOR :** **JOHN ARNOLD S. SIENA**, Director IV, NEAP

**GILBERT T. SADSAD**, Regional Director, Region V  
**CRESTITO M. MORCILLA**, Schools Div. Supt. (SDS), Legazpi City  
**DANILO E. DESPI**, SDS, Iriga City  
**WILLIAM E. GANDO**, SDS, Sorsogon City  
**LOIDA N. NIDEA**, SDS, Camarines Sur

**RAMIR B. UYTICO**, Regional Director, Region VI  
**MA. LUZ M. DE LOS REYES**, SDS, Iloilo City  
**MA. JOCELYN J. PALCAT**, SDS, Guimaras

**EVELYN R. FETALVERO**, Regional Director, Region VIII  
**MANUEL P. ALBANO**, SDS, Leyte  
**CARMELO P. BERNADAS**, OIC-SDS, Baybay City

**DR. ARTURO B. BAYOCOT**, Regional Director, Region X  
**RANDOLPH B. TORTOLA**, SDS, Bukidnon  
**CHERRY MAE L. LIMBACO**, SDS, Cagayan De Oro City

**FROM :**   
**MILAGROS T. TALINIO**  
 Director IV  
 Project Management Service

**SUBJECT :** **Communications Allowance for January and February 2022 for Central, Regional, Division, and School Officials Involved in the Sustaining Education Reform Gains (SERG) Project**

**DATE :** April 26, 2022

We are pleased to formally inform you that Save the Children, Philippines (SCP), on behalf of Australia-Department of Foreign Affairs and Trade, will again provide communications allowance for central, regional, division, and school officials involved in the Sustaining Education Reform Gains (SERG) Project for the months of January and February 2022. The allowance shall be used to defray expenses for internet and mobile data loads of officials directly involved in the project.

The allocations of communications allowance, procedures, and documentary requirements as determined by SCP, are as follows:

## 1. For Central, Regional, and Division Officials

The procedures and documentary requirements for the expeditious release of said communications allowance shall be the same as the previous months. The recipient official must resubmit a filled-out **Form 1: Bank Account Details** where the allowance will be directly deposited. Said Form 1 must be duly signed and properly dated. Upon receipt of the allowance, the recipient must complete the enclosed **Form 2: Acknowledgement Receipt**, for liquidation purposes.

The allocations of communications allowance per office is in Table 1.

**Table 1. Allocation of SERG Communications Allowance for Central, Regional, and Division Officials**

Engaged Officials	Number of Persons	Amount Per Person (PhP) for 2 Months	Total Amount due for 2 Months (PhP)
<b>CO-NEAP</b> <i>(Coach of SERG Regions + Liaison/ Partnership focal person+ L&amp;D Focal)</i>	15	4,000	60,000
<b>PMS</b>	7	4,000	28,000
<b>RO SERG Focal Person</b>	4	4,000	16,000
<b>RO HRDD-NEAP Chief</b>	4	4,000	16,000
<b>RO GEDSI Focal Person</b>	4	4,000	16,000
<b>RO QAD (M&amp;E)</b>	4	3,000	12,000
<b>SDO SERG Focal Person</b>	10	4,000	40,000
<b>SDO SGOD (M&amp;E)</b>	9	4,000	36,000

## 2. For Schools

2.1 Same as the previous tranches, the TPD Coach/Coordinator will manage the allowance allotted to his/her respective pilot schools. They will be responsible for the disbursement of the communications allowance to the schools and subsequent liquidation to SCP. The breakdown of allocation of communications allowance for pilot schools in each division office is in Table 2.

**Table 2. Breakdown of Communications Allowance for SERG Pilot Schools**

Region	Schools Division Office	Name of TPD Coach (to receive and distribute the allowance to schools)	No. of Schools	Total Amount Due for 2 Months (PhP)
V	Legazpi City	Nonie S. Conda	7	35,000.00
	Sorsogon	Beverly Laban	4	20,000.00
	Iriga City	Maricel L. Intia	4	20,000.00
	Camarines Sur	Irene U. Dayandante	7	35,000.00
VI	Guimaras	Edlyn Legita	8	40,000.00
	Iloilo City	Arnaldo Tuga	6	30,000.00
VIII	Leyte	Glendale B. Lamiseria	6	30,000.00
	Baybay City	Frolomea Narra Taniza	6	30,000.00
X	Cagayan de Oro City	Michael Dave B. Tan	6	30,000.00
	Bukidnon	Jocelyn L. Flores	6	30,000.00

- 2.2 The TPD Coach/Coordinator will sign Form 2 to acknowledge receipt from SCP of the total amount of communications allowance allocated to his/her respective SDO.
- 2.3 The Voucher Form will then supplement Form 2, as it itemizes the amount received by each school and/or its personnel.
- 2.4 When the distribution of allowances is done, the TPD Coach/Coordinator shall ensure the proper and complete liquidation of the communications allowance of the schools.

Finally, the latest **List of Officials Involved in the SERG Project** submitted by PMS, NEAP, ROs, and SDOs is in Attachment 1. Kindly validate or update said list.

All completed **Forms 1 and 2, Vouchers Forms, and Updated List of Officials Involved with Project SERG** if any, must be emailed to this Office, Attention: **Mr. Erwin G. Perez** ([erwin.perez@deped.gov.ph](mailto:erwin.perez@deped.gov.ph)) on or before **May 2, 2022**. Should we not hear from you on or before this date, such inaction on your part will be construed to mean that the attached list of SERG officials is still valid.

Further, the original copy of duly signed Forms 1 and 2 and Vouchers must be signed using pen/wet signatures and submitted to the following:

- PMS for the forms of CO officials;
- RO SERG Focal Persons for the forms of project officials in their respective regions; and
- TPD Coaches for the forms of project officials in their respective division offices and schools.

All forms collected by the above will then be submitted to the SERG Adviser assigned in their respective offices.

For concerns, please feel free to communicate with this Office, Attn: Mr. Erwin G. Perez at the above-stated email address.

Thank you and stay safe and healthy always.

*Enclosures:*

1. Form 1
2. Form 2
3. Voucher Form
4. List of DepEd Officials Involved in the SERG Project

**cc: ATTY. NEPOMUCENO A. MALALUAN**  
Undersecretary and Chief and Staff

**TONISITO M.C. UMALI, Esq., CESO I**  
Undersecretary  
Legislative Affairs, External Partnerships,  
Project Management Service, and  
Private Education Office

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**Director Milagros T. Talinio**  
**Project Management Service**  
Mabini Building, DepEd Complex, Meralco Avenue, Pasig City  
Telephone No. (02) 8631-6926, (02) 8631-0595; Email: [milagros.talinio@deped.gov.ph](mailto:milagros.talinio@deped.gov.ph)

## FORM I: BANK ACCOUNT DETAILS

For the Provision of Communication Allowance to Support the Implementation of the SERG Project for the Month of \_\_\_\_\_

All information shared in this form is **HIGHLY CONFIDENTIAL** and will **ONLY** be used to transfer the communication allowance provided by Save the Children Philippines to its partners in implementing the Sustaining Education Reform Gains (SERG) Project. The form should be filled-out individually and only by the recipient of the Communication Allowance. Once completed, please directly email the filled-out form to Mr. Erwin R. Perez ([erwin.perez@deped.gov.ph](mailto:erwin.perez@deped.gov.ph)) of the Project Management Service (PMS) of DepEd, and copy-furnish Ms. Melville Teodosio ([Melville.Teodosio@savethechildren.org](mailto:Melville.Teodosio@savethechildren.org)) and Ms. Carol Sobejana ([Carol.Sobejana@savethechildren.org](mailto:Carol.Sobejana@savethechildren.org)) of Save the Children Philippines. Do not share with anyone else.

Region	:	
School Division	:	
School Name	:	
Account Name (Last, First and MI)	:	
Account Number	:	
Account Holder's Address	:	
Account Holder's Contact Number	:	
Bank Name	:	
Bank Account Currency	:	
Bank Branch	:	
Bank Address	:	

Once the amount is received, a clear scanned copy or photocopy of the duly filled-out Acknowledgement Receipt (Form 2) should be emailed back to Ms. Ana Liza Dulos, Ms. Carol Sobenaja and Ms. Melville Teodosio. The original signed copy of both documents (Form 1 and Form 2) should be submitted to the Education Specialist of SERG Project assigned in your area.

Region	Schools Division Office	Education Specialist of SERG Project	Contact Details
Region 5	Camarines Sur & Iriga City	Orfenila Tuy	09178389429 / <a href="mailto:Orfelina.Tuy@savethechildren.org">Orfelina.Tuy@savethechildren.org</a>
	Sorsogon City & Legazpi City	Lorna Dig Dino	09178148006 / <a href="mailto:Lorna.Dino@savethechildren.org">Lorna.Dino@savethechildren.org</a>
Region 6	Iloilo City & Guimaras	Rosarita Dalisay	09178389296 / <a href="mailto:Rita.Dalisay@savethechildren.org">Rita.Dalisay@savethechildren.org</a>
Region 8	Leyte & Baybay City	Maria Maya Lyn Bañes	09178388864 / <a href="mailto:Maya.Banez@savethechildren.org">Maya.Banez@savethechildren.org</a>
Region 10	Cagayan de Oro City & Bukidnon	Solitario Discar Jr.	09178388439 / <a href="mailto:Solitario.Discar@savethechildren.org">Solitario.Discar@savethechildren.org</a>

I certify that all information provided above are true.

\_\_\_\_\_  
Signature over Name

\_\_\_\_\_  
Position and Office

\_\_\_\_\_  
Date



**Save the Children**

**ACKNOWLEDGEMENT RECEIPT**

**Form 2: Acknowledgment Receipt**

To Whom It May Concern:

This is to acknowledge and certify that the undersigned received the total amount of \_\_\_\_\_ (Php\_ \_\_\_\_\_) from **Save the Children Philippines** for January and February 2022 (2-months) communication allowance under the SERG Project.

As proof of receipt, I affix my signature in the space provided for.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Contact Details (Email / Mobile No.) : \_\_\_\_\_

Date : \_\_\_\_\_

This form should be individually filled-out by the recipient.

**VOUCHER FOR COMMUNICATION ALLOWANCE  
SUSTAINING EDUCATION REFORM GAINS (SERG) PROJECT**

**SCHOOLS DIVISION OFFICE (SDO):** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_  
 This is to acknowledge and certify that the undersigned had received the amount indicated below as Communication Allowance from Save the Children through Sustaining Education Reform Gains (SERG) Project.

NAME (First Name   M.I.   Last Name)	POSITION	CONTACT NUMBER / EMAIL	AMOUNT RECEIVED		DATE (MM   DD   YYYY)	SIGNATURE
			In words	In figures		

Noted by: (Principal or Authorized School Official)

Prepared by:  
 Signature : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Position : \_\_\_\_\_  
 Date : \_\_\_\_\_

Signature : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Position : \_\_\_\_\_  
 Date : \_\_\_\_\_