



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XI
DIVISION OF TAGUM CITY



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Division Memorandum

No. 257, s. 2018

05 March 2019

TO : **All Public Elementary and Secondary School Heads**

FROM : The Office of the Schools Division Superintendent

SUBJECT : Authority to Charge Communication/Load Allowance to School MOOE for the Calendar Year 2019

1. This is to inform all concerned that a modification in the charging of communication monthly allowance is designed in compliance with the recommendation of the Commission on Audit (COA), effective March 2019.
2. Elementary, secondary and Integrated schools monthly mobile allocation shall be charged to local funds in this regulation:

	Position/Designation	Allowable Communication Allowance
Elementary Schools:		
1.	Principal	P 500.00
2.	EBEIS Coordinator	P 300.00
3.	Asst. Principal : MPIES	P 300.00
4.	: MPCES	P 300.00
Secondary / Integrated Schools		
1.	Principal / School In-charge	P 500.00
2.	Asst. Principal (with Plantilla position)	P 300.00
3.	EBEIS Coordinator	P 300.00
4.	Disbursing Officer	P 300.00
5.	Bookkeeper	P 300.00

3. For school personnel with communication allowance charges in excess of what has been approved by the undersigned, said excess amount shall be borne by the concerned personnel.
4. For information, guidance and strict compliance.


NELSON C. LOPEZ, CESO VI
Schools Division Superintendent

Cc: 1. COA
2. **Chiefs:** CID and SGOD
3. AO V-Budget
4. Div. Accountant III

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION	
RELEASED	
By: _____	<i>[Signature]</i>
Date: MAR 05 2019	Time: 2:50
Remarks: <i>Disseminated 257-19-3</i>	