



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

February 13, 2023

INTER-OFFICE MEMORANDUM  
IOM-2023- 007

**PROVISION OF MONTHLY MOBILE LOAD FOR SELECTED SDO PERSONNEL**

To: All SDO Personnel Listed Below

- The Department Secretary has issued DepEd Order No. 002, s. 2023 on the Amendment to DepEd Order No. 017, s. 2019 re *Guidelines on the Provision and Use of Mobile Phones, Postpaid Plans and Prepaid Loads as amended*. Section IV item number 3 enumerated authorized recipients of mobile phone reimbursements wherein the total *allowable provision for other SDO personnel authorized by the SDS is P 9,000.00 per month only*.
- Hereunder are the personnel authorized by this office for mobile phone load monthly reimbursement:

NAME	DESIGNATION	MAXIMUM AMOUNT
Atty. Vanessa H. Quijano	Legal Officer III	P 500.00
Dr. Maria Aurora D. Luma-ad	Medical Officer III	P 500.00
Engr. Dinah Florence A. Talan	Information Technology Officer III	P 500.00
Mr. Fermin M. Albutra	Administrative Officer V	P 500.00
Engr. Domingo J. Lamoste, Jr.	Engineer III	P 500.00
Dr. Amelia L. Cortidor	Senior Education Program Specialist	P 500.00
Dr. Elizabeth J. Pido	Senior Education Program Specialist	P 500.00
Dr. Marites M. Cimeni	Senior Education Program Specialist	P 500.00
Mrs. Evelyn C. Marapao	Senior Education Program Specialist	P 500.00
Mrs. Ma. Maulitte M. Yap	Planning Officer III	P 500.00
Mrs. Gabina F. Ladaran	Accountant III	P 500.00
Mrs. Ma. Victoria M. Jaspe	Budget Officer III	P 500.00
Mrs. Judith A. Apale	Administrative Officer IV	P 300.00
Mrs. Nicanora Gretli S. Fostanes	Administrative Officer IV	P 300.00
Dr. Lilian M. Baloria	Administrative Officer IV	P 300.00
Mr. Victoriano C. Cimeni	Administrative Officer IV	P 300.00
Mrs. Liza D. Crescencio	Head, Internal Audit Service	P 300.00
Mr. Felipe Platino	Head, Payroll Services Unit	P 300.00
Atty. Ralf Renz A. Rapirap	Head, Division PACCU & Special Events Coordinator	P 300.00
Mr. Mark Cyril G. Potane	Executive Assistant, SDS	P 300.00
Mr. Wee S. Villaver	Member, BAC Secretariat & PMU	P 200.00
Dr. Vina A. Maslog	Dentist-In-Charge	P 200.00
Mr. Chino L. Galviso	Nurse-In-Charge	P 200.00

- For payment of post-paid lines and prepaid loads, only the following are needed as provided for under Section V (B.1.e) of DO 017, s. 2019: the **SOA/Bill/Invoice/Official Receipt or machine validated SOA**, and **Certification by Agency Head or the authorized representative or the eligible recipient stating that calls made are all official in nature**. Provided, however, that additional documents may be required from the claimant should the abovementioned documents are not complied with.
- This memorandum is effective January 1, 2023.

OSDS/Finance/budget/mvmj

  
**BIANITO A. DAGATAN EdD CESO V**  
Schools Division Superintendent



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