



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

OFFICE MEMORANDUM

No. AD-2026- 014

AUG 24 2026

To: Assistant Regional Director
Functional Division Chief
All Others Concerned

**ADDENDUM TO REGIONAL OFFICE MEMORANDUM NO. ASD-2026-007
(GUIDELINES ON THE PAYMENT OF COMMUNICATION EXPENSES FOR
OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF EDUCATION)**

1. In reference to Regional Office Memorandum No. ASD-2026-007 dated March 30, 2026, titled *“Guidelines on the Payment of Communication Expenses for Officials and Employees of the Department of Education”*, this Addendum is issued to officially identify the authorized Regional Office (RO) personnel designated as "Other staff of the RO authorized by the Regional Director under Annex A.
2. The following personnel are hereby authorized to receive and claim the monthly communication expense reimbursement, effective retroactively from the date of designation or appointment to the current position but not earlier than January 5, 2026, with approved monthly allocations stated below:

NAME	POSITION	MONTHLY ALLOCATION
MOSQUEDA, FELIX III D.	Project Development Officer IV	800
GABAS, MISHELL MARIE	Medical Officer IV	800
LAJOT, NATHANIEL E.	Information Technology Officer I	700
SANCHEZ, ADORNI G.	Administrative Officer V	700
RODRIGUEZ, MA. ALYSA M.	Administrative Officer V	700
SAYSON, MANUEL C.	OIC-Administrative Officer V	700
FILIPINAS, FRANCIS RAY	Attorney III	700
OZOA, MICHELLE D.	Planning Officer III	700
LIOBET, REB JOSHUA	Engineer III	700
BUNGCASAN, MARLON C.	PDO II-DRRM	700
BUNGCASAN, ABIGAIL C.	OIC-Project Development Officer II	700
BELANIZO, JULIES	Administrative Officer V	700
BUSMEON, ANNE MARGARETH	Accountant III	700
Total		9,300.00

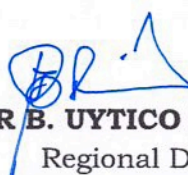


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3. The submission of documentary requirements (Annexes B and C, DTR, Statement of Account, and Official Receipts) and processing schedules shall strictly adhere to Section 3 and Section 5 of Regional Office Memorandum No. ASD-2026-007.
4. All other provisions and stipulations contained in Regional Office Memorandum No. ASD-2026-007 shall remain in full force and effect.
5. For guidance and strict compliance.


RAMIR B. UYTICO EdD, CESO III
Regional Director

ASD/PS/AGS/Regional Memo- ADDENDUM-GUIDELINES ON THE PAYMENT OF COMMUNICATION EXPENSES FOR OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF EDUCATION



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