



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

MAY 13 2026

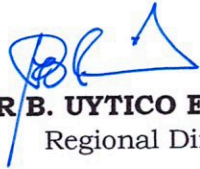
REGIONAL MEMORANDUM

No. 472, s. 2026

**REQUEST FOR THE INCLUSION OF COMMUNICATION EXPENSES AS AN  
ALLOWABLE EXPENSE IN THE PROGRAM SUPPORT FUNDS (PSF)  
GUIDELINES OF SCHOOL-BASED FEEDING PROGRAM (SBFP)**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Education Support Services Division, disseminates the attached Memorandum from **Hon. Malcolm S. Garma**, Undersecretary of Governance and Operations, dated March 30, 2026 titled **“Request for the Inclusion of Communication Expenses as an Allowable Expense in the Program Support Funds (PSF) Guidelines of School-Based Feeding Program (SBFP),”** which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Reference: As Stated

Incl: As Stated

To be indicated in the Perpetual Index  
under the following subjects:

ALLOCATION  
BUDGET  
COMMUNICATIONS  
LEARNERS

PAYMENT  
PROGRAMS  
SCHOOLS

MMG/ESSD-RM/ Request for the Inclusion of Communication Expenses as an Allowable Expense in the Program Support Funds (PSF) Guidelines of School-Based Feeding Program (SBFP)/May 13, 2026



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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**MEMORANDUM**

**OM-OUGOPS 2026-13-10765**

**FOR :** **ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff  
Office of the Secretary  
**As authorized by Sec. SONNY ANGARA**

**PETER IRVING C. CORVERA**  
OK

**FROM :** **MALCOLM S. GARMA**  
Undersecretary

**SUBJECT :** **REQUEST FOR THE INCLUSION OF COMMUNICATION EXPENSES AS AN ALLOWABLE EXPENSE IN THE PROGRAM SUPPORT FUNDS (PSF) GUIDELINES OF SCHOOL-BASED FEEDING PROGRAM (SBFP)**

**DATE :** March 30, 2026

This Office, through the Bureau of Learner Support Services – School Health Division (BLSS-SHD) under the Governance and Operations Strand, request for the inclusion of communication expenses as an allowable expense in the Program Support Funds (PSF) Guidelines of School-Based Feeding Program (SBFP) which also includes Gulayan sa Paaralan (GPP) and Water, Sanitation, and Hygiene in Schools (WinS) Program.

The inclusion of **Communication Expenses** as an allowable charge under the Program Support Funds (PSF) Guidelines of the School-Based Feeding Program (SBFP), GPP, and WinS is deemed necessary to support the effective implementation of program activities in the current operational context. The transition to blended modalities of work, combining virtual and onsite engagements has created additional financial requirements for SBFP, GPP, and WinS focal persons, particularly in ensuring continuous communication, coordination, and monitoring of program deliverables.

Mobile/data load and prepaid cards are essential tools for focal persons to:

- Coordinate weekly deliveries of food commodities
- Address immediate and urgent concerns related to SBFP, GPP, and WinS implementation such as food safety concerns, milk intolerance, etc.
- Conduct virtual monitoring, updating the progress reports and evaluation of SBFP, GPP, and WinS implementation, especially for big-ticket programs.
- Attend online meetings, orientations, and consultations with Central, Regional, and Schools Division Offices.
- Maintain timely communication with stakeholders to ensure program transparency and accountability.
- Support onsite validation activities that complement virtual monitoring.



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The authorization for the use of communication expenses shall be issued by the head of agency or his duly authorized official and shall apply only to focal persons holding permanent Plantilla positions. This ensures accountability and compliance with Department Order No. 36, s. 2025, as well as existing budgeting, accounting, and auditing rules and regulations.

It is emphasized that personnel engaged through Contract of Service (COS) or Job Order (JO) arrangements are not qualified for payment of communication expenses, in line with government policies on allowable charges. Field offices are further reminded to exercise prudence in the utilization of funds, avoiding duplication of similar or related expenses, and ensuring that expenditures remain necessary, reasonable, and directly supportive of SBFP objectives.

For consideration.