




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region XI
CITY SCHOOLS DIVISION OF DIGOS CITY
 Digos City

**Office of the City Schools Division
 Superintendent**

Tel. No. (082) 553-8375; 553-8376; 553-8396

Division Memorandum No. 235, s. 2017

TO : CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Heads of Sections
 Other Division Personnel

FROM : 
 DEE D. SILVA, DPA, CESO VI
 Schools Division Superintendent

SUBJECT : Reiteration on the Granting of Communication Allowance to Chiefs,
 Education Program Supervisors (EPS), Public Schools District
 Supervisors (PSDS), Heads of Sections and Other Division Personnel

DATE : April 3, 2017

1. The granting of communication allowance to Chiefs, Education Program Supervisors, Public Schools District Supervisors, Heads of Sections and Other Division Personnel is hereby reiterated. However, on reason that Division Personnel come and go, the granting of the said communication allowance shall be contingent on Position Title/Designation as follows:

No. of Recipients	Position Title/Designation	Allowance Granted (Php) Per Month/Recipient
1	Chief, Schools Governance and Operation (SGOD)	600.00
1	Chief, Curriculum Implementation Division (CID)	600.00
11	Education Program Supervisor (CID & SGOD)	300.00
10	Public Schools District Supervisor	300.00
1	HRDD – Senior Education Program Specialist	300.00
1	SocMob – Senior Education Program Specialist	300.00
1	SocMob – Education Program Specialist	300.00
1	M & E – Senior Education Program Specialist	300.00
1	M & E – Education Program Specialist	300.00
1	Head of Physical Facilities Section	300.00
1	Head of Health and Nutrition Section	300.00
1	Planning and Research Section – Senior Education Program Specialist	300.00
1	Planning and Research Section – Planning Officer III	300.00
1	DRMM Section – Project Development Officer II	300.00
1	Head of Budget Section	300.00
1	Head of Accounting Section	300.00
1	Head of Records Section	300.00
1	Head of Legal Section	300.00
1	Head of IT Section	300.00
1	Head of Personnel Section	300.00
1	SDS Secretary	300.00
1	ASDS Secretary	300.00
1	CID Chief Secretary	300.00
2	BAC Secretariat Members	300.00
Total - 44		

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 Date: APR 04 2017 Time: 4:00
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2. The granting of the said communication allowance through Payroll System and its release to each recipient at the end of each quarter, as practiced starting CY 2016, shall continue to be followed.
3. Any identified recipient, as stipulated herein, who shall render a leave of absence for one (1) or more months, will not be included in the giving of communication allowance for the month/s where he/she is absent.
4. In the absence of the said identified recipient in item #3, anybody, who is legally assigned to take his/her place, shall be the one to receive such communication allowance.
5. This Memorandum continues to take effect unless rescinded with another Memorandum.
6. For everybody's information and appropriate action.