



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO: 708719	TIME: 4:58 PM
BY: _____	DATE: DEC 15 2025
RELEASED	

December 12, 2025

OFFICE MEMORANDUM
NO. **092**s. 2025

**AUTHORITY TO CLAIM POSTPAID LINE AND PREPAID LOAD ALLOWANCE FOR
THE USE IN THE PERFORMANCE OF OFFICIAL DUTIES**

To: All Concerned
This Office

1. Pursuant to Deped Order No. 014, s 2025 re Guidelines on the Provision and use of official mobile phones, postpaid lines and prepaid loads, as amended, you are hereby authorized to claim your load allowance effective July 2023 charged against the allocation, subject to availability of funds.
2. A certification shall be issued by the Head certifying that the load allowance was used in the performance of your duties. Also you are to submit all other documents required for the liquidation of this claim.
3. Attached is the list of section heads and other employees entitled of the load allowance with the corresponding amount, respectively for information and guidance.
4. This supersedes previous issuances on the matter.
5. Please be guided accordingly.

VIRGILIO P. BATAN JR., CESO V
SCHOOLS DIVISION SUPERINTENDENT

ZS-DM-OSDS-ADMIN-2025-12-
GRJ20251212



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Name	Position	Amount
Alma Fraulein M. Garcia	Sr. Education Program Specialist	500.00
Lloyd I. Rodriguez	Sr. Education Program Specialist	500.00
Richard C. Laurea	Sr. Education Program Specialist	500.00
Glorife C. Clavero	Sr. Education Program Specialist	500.00
May C. Isnain	Planning Officer II	500.00
Atty. Christine Joyce S. Paco Soliva	Attorney III	500.00
Tolomeo T. Tesoro Jr.	Engineer III	500.00
Jekyll D. Cadungog	Information Technology Officer I	500.00
Mary Beneath G. Lagroma	Accountant III	500.00
Ma. Aylene C. Mascariña	Budget Officer	500.00
Grace R. Jugno	Administrative Officer V	500.00
Ryan B. Daño	Admin. Officer IV, Cash	500.00
Rheeza I. Nassaie	Admin Officer IV, Supply	500.00
Renz Roy A. Ramos	Admin. Officer IV, Personnel	500.00
Maria Livie I. Laque	Admin Officer IV, Records	500.00
Rex B. Ventura	Admin. Officer II	500.00
Gladys Mae C. Licayu	Admin. Officer II	300.00
Julie Ann Q. Paghasian	Admin. Assistant III	300.00