



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**BUDGET CIRCULAR**

No. 2018 - 1  
March 8, 2018

**TO :** All Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including State Universities and Colleges (SUCs), and Government-Owned or -Controlled Corporations (GOCCs); Local Government Units (LGUs); and All Others Concerned

**SUBJECT :** Rules and Regulations on the Grant of Uniform/Clothing Allowance (U/CA) to Civilian Government Personnel

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**1.0 Background**

Section 50 of the General Provisions of Republic Act (R.A.) No. 10964 or the Fiscal Year (FY) 2018 General Appropriations Act (GAA) provides that an amount not exceeding Six Thousand Pesos (₱6,000) per annum is authorized for the payment of U/CA of each qualified government employee, subject to the guidelines, rules and regulations issued by the Department of Budget and Management (DBM).

**2.0 Purpose**

This Circular is issued to prescribe the updated rules and regulations on the grant of the U/CA to civilian personnel.

**3.0 Coverage**

This Circular covers civilian government personnel occupying regular, contractual, or casual positions; appointive or elective; rendering services on full-time or part-time basis.

**4.0 Exclusions**

The following are excluded from the coverage of this Circular:

- 4.1 Military personnel of the Armed Forces of the Philippines under the Department of National Defense and uniformed personnel of the Philippine National Police, Philippine Public Safety College, Bureau of Fire Protection, and Bureau of Jail Management and Penology under

the Department of the Interior and Local Government, Philippine Coast Guard under the Department of Transportation, and the National Mapping and Resource Information Authority under the Department of Environment and Natural Resources;

- 4.2 Foreign service personnel of the Department of Foreign Affairs and of other departments/agencies who are stationed abroad;
- 4.3 *Barangay officials and employees paid monthly honoraria; and*
- 4.4 Those hired without employer-employee relationships and funded from non-Personnel Services appropriations/budgets, as follows:
  - 4.4.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
  - 4.4.2 Laborers hired through job contracts (*pakyaw*) and those paid on piecework bases;
  - 4.4.3 Student laborers and apprentices; and
  - 4.4.4 Those whose services are engaged through job orders, contracts of service, and others similarly situated.

#### **5.0 Rationale of the Grant of U/CA**

The U/CA is granted to defray expenses for uniforms or distinctive clothing which are the required appropriate attire for employees in the regular performance of their work. In general, such uniforms or clothing are intended to:

- 5.1 Identify the employees with their mother agencies and to convey emblem of authority; and
- 5.2 Serve as protective or working clothing; especially for maintenance, workshop, and farm personnel.

#### **6.0 Rates of the U/CA**

- 6.1 For FY 2018, the U/CA for full-time service of government personnel shall not exceed ₱6,000 per annum. For each subsequent year, the U/CA shall not exceed the amount authorized under the pertinent general provision in the annual GAA.
- 6.2 The U/CA per annum for part-time service shall be in direct proportion to the U/CA for full-time service. For example, the U/CA for part-time service in FY 2018 shall be computed as follows:

$$\text{U/CA (Part-Time Service in FY 2018)} = (\text{₱6,000}) \frac{(\text{x hours of part-time service/day})}{8 \text{ hours of full-time service}}$$

- 6.3 If funds in GOCC or LGU budgets are not sufficient to implement fully the U/CA authorized for the fiscal year, the U/CA may be granted at lower but at uniform rates for all qualified personnel.

## **7.0 Forms and Other Details of the U/CA**

- 7.1 The U/CA may be granted in the following forms:
- 7.1.1 In the form of uniforms procured through a bidding process which may include uniform articles normally worn as part thereof such as regulation caps, belts, etc., for incumbents of positions like Special Police, Security Guard, etc.;
  - 7.1.2 In the form of textile materials and cash to cover sewing/tailoring costs, as has been adopted by very large departments; and
  - 7.1.3 In cash form, for incumbents of executive positions who may not be required to wear the prescribed uniforms, or for those who will procure their individual uniforms according to set conditions.
- 7.2 As far as practicable, such uniform/clothing shall use Philippine tropical fibers pursuant to R.A. No. 9242<sup>1</sup>, s. 2004.
- 7.3 Shoes shall be on the personal accounts of officials/employees, unless provided for by law.

## **8.0 Government Service Requirement**

- 8.1 Generally, the full rates of the U/CA for full-time and part-time service shall be granted to those who are already in government service and are to render services for at least six (6) months in a particular fiscal year, including leaves of absence with pay.
- 8.2 The six (6)-month service requirement shall not cover those who are required to wear uniforms at all times in the performance of their work such as incumbents of positions of Security Guard, Special Police, medical and allied medical staff in hospitals, and those in similar situations, as they have to wear their uniforms at all times.

## **9.0 Grant of U/CA Due to Various Personnel Actions/Engagements**

### **9.1 Newly-Hired Employee**

A newly-hired employee may qualify to the grant of U/CA only after rendering six (6) months of service, and if expected to render

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<sup>1</sup> An Act Prescribing the Use of the Philippine Tropical Fabrics for Uniforms of Public Officials and Employees and for Other Purposes dated February 10, 2004

services for at least six (6) months for the rest of the year.

#### 9.2 An Employee on Detail

The U/CA of an employee on detail to another government agency shall be borne by the mother agency.

#### 9.3 Transferred Employee

9.3.1 An employee who transferred to another agency and was not granted U/CA by the former agency shall be granted U/CA by the new agency, subject to the submission of a certification to that effect.

9.3.2 An employee who transferred to another agency within the year but was earlier granted U/CA by the previous agency shall no longer be granted U/CA by the new agency.

9.3.3 An employee who transferred to another agency and is required to wear uniforms at all times, may be granted U/CA by the new agency even if he/she was granted U/CA by the former agency, subject to the approval of the new agency head.

#### 9.4 Employee on Study Leave or Study/Training/Scholarship Grant

9.4.1 An employee on study leave or on study/ training/scholarship grant locally or abroad shall be entitled to the U/CA for the year if he/she renders at least six (6) months of service in the same year, including leaves of absence with pay, prior to and/or after the study leave or study/training/scholarship grant.

9.4.2 If an employee is on study/training/scholarship grant for the whole year, locally or abroad, and is not required to report for work, he/she is not entitled to the U/CA.

### 10.0 Fund Sources of the U/ CA

#### 10.1 For National Government Agencies (NGAs), including SUCs:

10.1.1 The amount of ₦5,000 per employee is already provided under the agency-specific budget and included in the comprehensive release of allotments through the GAA as Allotment Order.

10.1.2 The additional requirement of ₦1,000 per employee shall be charged against the Miscellaneous Personnel Benefits Fund (MPBF) under the FY 2018 GAA.

10.2 For GOCCs, the amount required shall be charged against their respective approved corporate operating budgets.

10.3 For LGUs, the amount required shall be charged against their respective local government funds.

#### **11.0 Personnel Services Limitation in LGUs**

The grant of U/CA in LGUs shall be subject to the Personnel Services limitation in LGU budgets pursuant to Sections 325(a) and 331(b) of R.A. No. 7160 or the "Local Government Code of 1991."

#### **12.0 Responsibilities of Agencies**

Agencies shall be held responsible for the proper implementation of the provisions of this Circular.

12.1 They shall issue internal guidelines on the grant of the U/CA such as, determination of the form of U/CA, and selection of uniform/clothing designs.

12.2 They shall also issue internal guidelines on: the prescribed uniform or clothing for specific or special employee groups; modified uniforms as may be necessary due to religious affiliations or creed, physical disabilities, or legitimate health reasons; and monitor compliance with set guidelines on wearing uniforms and appropriate attire.

12.3 They shall be held liable for any grant of U/CA not in accordance with the provisions of this Circular without prejudice, however, to the refund by the employees concerned of any excess or undue payments.

#### **13.0 Resolution of Cases**

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

#### **14.0 Repealing Clause**

This Circular repeals Budget Circular No. 2012-1 dated February 23, 2012.

#### **15.0 Effectivity**

This Circular shall take effect immediately.

BENJAMIN E. DIOKNO  
Secretary

*[Signature]*



**REGULAR PAYROLL - CLOTHING ALLOWANCE**  
For the Year 2018

18030007

Fund Cluster : Regular Agency Fund

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

Account No.	Serial No.	Name	Position	Amount	Signature of Recipient
<b>A.I</b>		<b>GENERAL ADMINISTRATIVE SUPPORT &amp; SERVICES</b>			
0987	0427-29	1 BANDAYANON, Quirino G. Jr.	Administrative Aide I	6,000.00	
0987	0436-52	2 BUNIAO, Mary Grace H.	Administrative Aide VI	6,000.00	
0987	0423-97	3 CACHO, Felipe T.	Administrative Officer V/CAO Des.	6,000.00	
0987	0424-51	4 CUERBO, Candelario S.	Security Guard I	6,000.00	
0987	0778-08	5 DETALO, Ellen D.	Administrative Officer V/HRMO	6,000.00	
0987	0425-91	6 ENSOMO, Belinda R.	Administrative Assistant II	6,000.00	
0987	0782-78	7 GAMBOA, Gregorio Z. Jr.	SUC PRESIDENT II	6,000.00	
0987	0424-43	8 GELLEGAN, Martes F.	Administrative Aide VI	6,000.00	
0987	0433-77	9 LITERATO, Pepe R.	Administrative Aide IV	6,000.00	
0987	0473-21	10 MADRID, Evelyn M.	Administrative Aide III	6,000.00	
0987	0453-10	11 MONTERO, Sheila Mae E.	Administrative Assistant II	6,000.00	
0987	0432-37	12 NARCISO, Mary Ann M.	Administrative Aide II	6,000.00	
0987	0436-44	13 PAQUEO, Lowela E.	Administrative Assistant III	6,000.00	
0987	0574-67	14 PAQUIBOT, Maria Fe E.	Administrative Aide IV	6,000.00	
0987	0435-80	15 PELICANO, Elsa C.	Administrative Officer V	6,000.00	
0987	0457-79	16 PLANDO, Rowena A.	Board Secretary V	6,000.00	
0987	0429-07	17 QUITALIG, Jocelyn P.	Administrative Aide III	6,000.00	
0987	0485-14	18 RAGANAS, Roberto P.	Administrative Aide III (Driver)	6,000.00	
0987	0421-25	19 SAMOYA, Melanie O.	Administrative Officer V	6,000.00	
0987	0441-60	20 SEGUERA, Gay Rose M.	Accountant III	6,000.00	
0987	0470-70	21 SULAPAS, Edgar D.	Administrative Officer I	6,000.00	
<b>SUB-TOTAL GASS</b>				<b>126,000.00</b>	
<b>A.II</b>		<b>SUPPORT TO OPERATION (STO)</b>			
0987	0425-08	1 BADIOLA, Lorena C.	College Librarian III	6,000.00	
0987	0429-66	2 DUMANIG, Quincy C.	Guidance Counselor III	6,000.00	
0987	0541-31	3 ENOY, Clarence	Guidance Counselor I	6,000.00	
0987	0426-13	4 GADDI, Tita O.	Administrative Aide III	6,000.00	
0987	0444-11	5 RETITA, Brenda A.	Administrative Aide IV	6,000.00	
0987	0453-61	6 RUAYA, Claret D.	Registrar III	6,000.00	
<b>SUB-TOTAL STO</b>				<b>36,000.00</b>	
<b>A.II.I</b>		<b>HIGHER EDUCATION SERVICES</b>			
0987	0454-00	1 DONOSO, Carlos H.	Designated Campus Director- Professor II	6,000.00	
0987	0443-06	2 BORJA, Emmylou	VP - Research & Extensions	6,000.00	
0987	0431-56	3 POSEANO, Georgito G.	Designated Campus Director- Professor I	6,000.00	
0987	0436-28	4 TALINGTING, Ranita E.	VP - Academic Affairs	6,000.00	
<b>SUB-TOTAL</b>				<b>24,000.00</b>	
<b>A.II.I.a</b>		<b>SUPPORT TO OPERATION (STO)</b>			
0987	0828-60	1 MABANTO, Ivy B	Librarian I	6,000.00	
0987	0835-90	2 REUYAN, Graciela Iante C.	Voc'l Placement Coordinator I	6,000.00	
<b>SUB-TOTAL</b>				<b>12,000.00</b>	
<b>A.II.I.c</b>		<b>COLLEGE OF TECHNOLOGY</b>			
0987	0439-54	1 ALABA, Porfirio P.	Asso. Professor I	6,000.00	
0987	0427-53	2 ALVAREZ, Alex E.	Asso. Professor IV	6,000.00	
0987	0423-03	3 ARCON, Cecilia E.	Asso. Professor III	6,000.00	
0987	0896-36	4 ARCON, Manuel R.	Assistant Professor I	6,000.00	
0987	0428-42	5 BESTNIO, Leopoldo G.	Asst. Professor III	6,000.00	
0987	0421-50	6 BUENAFLOR, Elesia B.	Asso. Professor II - Des. Chair	6,000.00	
0987	0443-65	7 CABITANA, Gracelino	Instructor III	6,000.00	
0987	0439-46	8 CATACTAN, Rogelio	Asst. Professor III	6,000.00	
0987	0433-50	9 CHUA, Ruel G.	Asst Professor III	6,000.00	
0987	0491-20	10 CODILLA, Lope U. Jr.	Asst. Professor I	6,000.00	
0987	0443-49	11 CORDITA, Nonito	Instructor III - Sports Coord. Des.	6,000.00	
0987	0439-20	12 CORTINA, Leonardo A.	Asst. Professor I	6,000.00	
0987	0422-30	13 DELA CRUZ, Romel	Asst. Professor IV	6,000.00	
0987	0437-50	14 DESCARTEN, Randy O.	Asst. Professor IV	6,000.00	
0987	0427-45	15 DIVINAGRACIA, Arme M.	Asst. Professor IV/Electe'l Maint.- Des.	6,000.00	
0987	0426-56	16 DOCOY, Lucihida M.	Asst. Professor IV	6,000.00	

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Account No.		Serial No.	Name	Position	Amount	Signature of Recipient
0987	0433-34	17	DOCOCY, Rudy C.	Asst. Professor IV	6,000.00	
0987	0472-83	18	DONOSO, Webster A.	Instructor I	6,000.00	
0987	0439-62	19	DUMAGUIT, James M.	Instructor III	6,000.00	
0987	0441-10	20	ESCULTOR, Gemma R.	Asst. Professor I	-	On-Scholarship grant
0987	0433-42	21	ESPENIDO, Esteban A.	Instructor III	6,000.00	
0987	0300-39	22	GUILLEN, Angielee S.	Instructor I	6,000.00	
0987	0454-26	23	GUMATO, Edwin	Assistant Professor II	6,000.00	
0987	0423-54	24	LAID, Roberto M.	Asso. Professor II	6,000.00	
0987	0426-48	25	LIBAY, Johnny Rey A.	Instructor II	6,000.00	
0987	0438-73	26	MACALAM, Rhoda May B.	Instructor III	6,000.00	
0987	0427-70	27	MAGNO, Alejandro B.	Instructor II	6,000.00	
0987	0422-73	28	MAGNO, Perlita S.	Asst. Professor II	6,000.00	
0987	0441-01	29	MORALES, Edgardo C.	Instructor III	6,000.00	
0987	0434-66	30	NALA, Rene	Assistant Professor III	6,000.00	
0987	0422-81	31	PALMEJAR, Hannah T.	Instructor I	6,000.00	
0987	0452-56	32	PAREDES, Judel	Asst. Professor I	6,000.00	
0987	0443-90	33	PARONIA, Archie M.	Instructor III	6,000.00	
0987	0432-53	34	PLANDO, Ireneo C. Jr.	Asst Professor II/NSTP Dir.-Des.	6,000.00	
0987	0484-76	35	QUIACHON, Marjorie T.	Asst. Professor II	6,000.00	
0987	0457-60	36	SAL, Jerlou B.	Asst. Professor I	6,000.00	
0987	0442-17	37	SALVADOR, Donald C.	Asst. Professor II	6,000.00	
0987	0435-04	38	SALVADOR, Emmanuel R.	Asst Professor IV	6,000.00	
0987	0436-60	39	SEPTIMO, Teresita T.	Asst. Professor I	6,000.00	
0987	0430-67	40	SUBANG, Reynaldo M.	Asst. Professor III	6,000.00	
0987	0430-40	41	SULIMA, Rolan A.	Asst Professor III	-	On-Scholarship grant
0987	0435-47	42	TALINTING, Gavino B.	Asst. Professor IV	6,000.00	
0987	0454-50	43	TAN, Julito O.	Instructor II	6,000.00	
0987	0424-94	44	TAN, Renas C.	Asso. Professor IV	6,000.00	
0987	0454-69	45	YANGSON, Catherine	Asst. Professor I	6,000.00	
0987	0428-50	46	YUJOCO, Michael P.	Instructor I	6,000.00	
SUB-TOTAL CIT					264,000.00	
A.II.I.b COLLEGE OF TEACHER EDUCATION						
0987	0485-65	1	ADLAON, Mauricio S.	Planning Officer-Des./Asso. Professor I	6,000.00	
0987	0435-98	2	BAYANG, Eliza E.	Asso. Professor I	6,000.00	
0987	0439-89	3	BUENAFLOR, Roberto C.	Professor VI	6,000.00	
0987	0429-90	4	CABA, Ailyn B.	Asst. Professor II	6,000.00	
0987	0440-39	5	CATACUTAN, Marivel M.	Asst. Professor IV	6,000.00	
0987	0457-01	6	CAUSING, Pilmore M.	Asst. Professor III	6,000.00	
0987	0427-61	7	CAVITE, Iryn E.	Asst. Professor III/JEEP Program In-Charge	6,000.00	
0987	0433-18	8	CORDITA, Amefiel C.	Asso. Professor V	6,000.00	
0987	0440-63	9	DALAYGON, Cases D.	Asso. Professor II	6,000.00	
0987	0437-25	10	DELITO, Eleanore Mitsu S.	Asst. Professor III	6,000.00	
0987	0437-09	11	DIAZ, Annabelle N.	Asst. Professor III	6,000.00	
0987	0426-80	12	ESPAÑOLA, Raymon P.	Instructor I	-	On-Scholarship grant
0987	0432-29	13	FABROA, Hayde D.	Asst. Professor II	6,000.00	
0987	0433-69	14	FELICIO, Carmenchita P.	Asst. Professor III	6,000.00	
0987	0432-10	15	GALIDO, Elsie P.	Asst. Professor III	6,000.00	
0987	0532-40	16	GOZO, Quintina D.	Instructor I	6,000.00	
0987	0428-93	17	GUERRA, Maria Fe C.	Designated SPSO -Asst. Professor IV	6,000.00	
0987	0422-65	18	JABONERO, Jhane R	Asso. Professor V	6,000.00	
0987	0433-85	19	LEONG, Grace H.	Instructor I	6,000.00	
0987	0426-21	20	LLASOS, Gabriel P. Jr.	Instructor II	6,000.00	
0987	0453-29	21	LUMINTAC, Maria Tavitte Q.	Asso. Professor V	6,000.00	
0987	0434-58	22	MAGHUYOP, Alicia Z.	Asso. Professor II	6,000.00	
0987	0431-72	23	MALICAY, Leonelyn G.	Asst. Professor IV	6,000.00	
0987	0443-81	24	MATURAN, Jocelyn T.	Instructor III	6,000.00	
0987	0426-99	25	MENOR, Elizabeth S.	Asst. Professor III	6,000.00	
0987	0422-49	26	MIRANDA, Jonas Robert	Asso. Professor III	6,000.00	
0987	0423-11	27	NEMENZO, Alnie E.	Asst. Professor III	-	On-Scholarship grant
0987	0453-96	28	PAGLINAWAN, Esperanza P.	Asso. Professor V	6,000.00	
0987	0434-74	29	PATAC, Adriano V. Jr.	Asst. Professor IV	6,000.00	
0987	0469-10	30	PEREZ, Alicia	Asst Professor III	6,000.00	
0987	0438-57	31	PONSCOL, Eden Gliff S.	Instructor III	6,000.00	

18030

Account No.		Serial No.	Name	Position	Amount	Signature of Recipient
0987		32	SALVADOR, Nelia S.	Asst. Professor IV	6,000.00	
0987		33	SERDAN, Geraldine A.	Instructor I	6,000.00	
0987		34	TANGUIHAN, Lucille G.	Asso. Professor II	6,000.00	
0987		35	ULBIS, Maria Fe H.	Asst. Professor III	6,000.00	
0987		36	VILLAMOR, Tita P.	Asst. Professor II	6,000.00	
SUB-TOTAL CTE					204,000.00	
A.II.I.c		COLLEGE OF ENGINEERING				
0987		1	ANDALUZ, Rosanne E.	Asst. Professor IV	6,000.00	
0987		2	BADIOLA, Richard A.	Asst. Professor III	6,000.00	
0987		3	CAAADAN, Julius G.	Asst. Professor IV	-	On-Scholarship grant
0987		4	CAGAS, Unife O.	Asso. Professor IV	6,000.00	
0987		5	CARNICER, Marilou B.	Asst. Professor III	6,000.00	
0987		6	DELA CERNA, Monalee A.	Asst. Professor II	6,000.00	
0987		7	DELOSA, Conrado B.	Instructor I	6,000.00	
0987		8	ECHIN, Elma C.	Assistant Professor III	6,000.00	
0987		9	ESPALDON, Alexis	Designated Chair - Asso. Professor I	6,000.00	
0987		10	ESPALDON, Judita R.	Asst. Professor IV	6,000.00	
0987		11	FRANCISCO, Virnille C.	Instructor I	6,000.00	
0987		12	GINGO Verna L.	Asst. Professor I		On-Scholarship grant
0987		13	GUIRAL, Froilan Jay E.	Instructor I	6,000.00	
0987		14	MADELO, Aurea M.	Asst. Professor II	6,000.00	
0987		15	MAG-USARA, Arvin E.	Asst. Professor I/TSG In-Charge	6,000.00	
0987		16	MONTEJO, Amor C.	Asst. Professor I	6,000.00	
0987		17	MORITE, Analyn S.	Asst. Professor II	6,000.00	
0987		18	NOGUERRA, Crispin P. Jr.	Asst. Professor III	6,000.00	
0987		19	PORTEGUES, Virne P.	Asst. Professor I	6,000.00	
0987		20	REYNA, Ritchie A.	Asst. Professor IV	6,000.00	
0987		21	RUAYA, Perfecto R. Jr.	Asst. Professor III	6,000.00	
0987		22	TOLEDO, Teresita L.	Asst. Professor IV	6,000.00	
0987		23	VILLAREAL, Sam Precioso A.	Instructor III	6,000.00	
0987		24	YLAYA, Vrian Jay V.	Asst. Professor I	-	On-Scholarship grant
SUB-TOTAL COE					126,000.00	
A.II.I.d		COLLEGE OF ARTS & SCIENCES				
0987		1	BUBA, Ruel T.	Asst. Professor II	-	On-Scholarship grant
0987		2	JOVERO, MarlJul B.	Instructor III	6,000.00	
0987		3	MACABOBOD, Jonathan C.	Instructor III	6,000.00	
0987		4	PATAC, Louida P.	Asso. Professor II	6,000.00	
0987		5	PATULIN, Elvis P.	Designated Chair - Asso. Professor V	6,000.00	
0987		6	RUAYA, Randel B.	Instructor I	6,000.00	
0987		7	SABEJON, Evangeline P.	Asso. Professor III	6,000.00	
0987		8	VELARDE, Vanissa E.	Instructor III	6,000.00	
SUB-TOTAL ARTS & SCIENCES DIVISION					42,000.00	
SUB-TOTAL HIGHER EDUCATION					672,000.00	
147		OVER ALL TOTAL			834,000.00	

A. CERTIFIED: Services duly rendered as stated. C. Approved for Payment: Eight Hundred Thirty Four Thousand Pesos (P. 834,000.00)

FELIPE P. CACHO, MBA

Chief Administrative Officer-Designate  
Signature over Printed Name of Authorized Official

*Mary*  
STEFON A. EBARSABAL, Ph.D. 7/21/18

VP Administration

Signature over Printed Name of Authorized Official

B. CERTIFIED: Supporting documents complete and proper;  
and cash available in the amount of P 834,000.00

*GAY ROSE M. SEGUERA, CPA*  
(Signature over Printed Name)  
Head of Accounting Division/Unit

D. Each employee whose name appears on the payroll has been paid the  
amount indicated opposite his/her name

*18030 076*

JEVN MAR 19 2018

E. Date

18030 076

Date

JEVN MAR 19 2018

## PAYROLL - CLOTHING ALLOWANCE

For CY 2017

1370308000  
170308900

Entity Name : Surigao State College of Technology

Fund Cluster : Regular Agency Fund

**PS**

Payroll No. \_\_\_\_\_

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

Sheet \_\_\_ of \_\_\_

Account No.	Serial No.	Name		Position		Amount	Signature of Recipient
<b>A.I</b>		<b>GENERAL ADMINISTRATIVE SUPPORT &amp; SERVICES</b>				<b>5,000.00</b>	
0987	0782-78	1	GAMBOA	Gregorio	Z. Jr.	SUC PRESIDENT II	5,000.00
0987	0457-79	2	PLANDO	Rowena	A.	Board Secretary V	5,000.00
0987	0422-57	3	DUMANIG	Ecclesiastes	T.	Administrative Officer V	5,000.00
0987	0441-60	4	SEGUERA	Gay Rose	M.	Accountant III	5,000.00
0987	0423-97	5	CACHO	Felipe	F.	Administrative Officer V	5,000.00
0987	0421-25	6	SAMOYA	Melanie	O.	Administrative Officer V	5,000.00
0987	0435-80	7	PELICANO	Elsa	C.	Administrative Officer V	5,000.00
0987	0778-08	8	DETALO	Ellen	D.	Administrative Officer V(HRMO III)	5,000.00
0987	0454-34	9	OROZCO	Reynaldo	R.	Records Officer III	5,000.00
0987	0470-70	10	SULAPAS	Edgar	D.	Administrative Officer I	5,000.00
0987	0436-44	11	PAQUEO	Lowela	E.	Administrative Assistant III	5,000.00
0987	0453-10	12	MONTERO	Sheila Mae	E.	Administrative Assistant II	5,000.00
0987	0436-52	13	BUNIAO	Mary Grace	H.	Administrative Aide VI	5,000.00
0987	0433-77	14	LITERATO	Pepe	R.	Administrative Aide IV	5,000.00
0987	0429-07	15	QUITALIG	Jocelyn	P.	Administrative Aide III	5,000.00
0987	0425-91	16	ENSO MO	Belinda	R.	Administrative Assistant II	5,000.00
0987	0424-43	17	GELLEGAN	Martes	F.	Administrative Aide III	5,000.00
0987	0485-14	18	RAGANAS	Roberto	P.	Administrative Aide III (Driver)	5,000.00
0987	0424-51	19	CUERBO	Cabdekarlo	S.	Security Guard I	5,000.00
0987	0427-29	20	BANDAYANON	Quirino	G. Jr.	Administrative Aide I	5,000.00
0987	0432-37	21	NARCISO	Mary Ann	M.	Administrative Aide I	5,000.00
0987	0473-21	22	MADRID	Evelyn	M.	Administrative Aide III	5,000.00
0987	0574-67	23	PAQUIBOT	Maria Fe	E.	Administrative Aide IV	5,000.00
<b>SUB-TOTAL GASS</b>						<b>115,000.00</b>	
		<b>SUPPORT TO OPERATION (STO)</b>					
0987	0425-08	1	BADIOLA	Lorena	C.	College Librarian III	5,000.00
0987	0429-66	2	DUMANIG	Quincy	C.	Guidance Counselor III	5,000.00
0987	0541-31	3	ENOY	Clarence		Guidance Counselor I	5,000.00
0987	0426-13	4	GADDI	Tita	O.	Administrative Aide III	5,000.00
0987	0835-90	5	MABANTO	IVY	B.	Librarian I	5,000.00
0987	0444-11	6	RETITA	Brenda	A.	Administrative Aide IV	5,000.00
0987	0828-60	7	REUYAN	Graciela Janie	C.	Voc'l Placement Coordinator I	5,000.00
0987	0453-61	8	RUAYA	Claret	D.	Registrar III	5,000.00
<b>SUB-TOTAL STO</b>						<b>40,000.00</b>	
<b>A.II.I</b>		<b>HIGHER EDUCATION SERVICES</b>					
0987	0436-28	1	TALINGTING	Ronita	E.	Designated Dean-Asso. Professor V	5,000.00
0987	0454-00	2	DONOSO	Carlos	H.	Designated Campus Director- Professor II	5,000.00
0987	0431-56	3	POSESANO	Georgito	G.	Designated Campus Director- Professor I	5,000.00
<b>SUB-TOTAL</b>						<b>15,000.00</b>	
<b>A.II.I.a</b>		<b>HIGHER EDUCATION SERVICES - CIT DIVISION</b>					
0987	0421-50	1	BUENAFLOR	Elesia	B.	Designated Chair - Asso. Professor II	5,000.00
0987	0457-60	2	SAL	Jerlou	B.	Asst. Div. Chair-Asst. Professor I	5,000.00
0987	0427-53	3	ALVAREZ	Alex	E.	Director NSTP-Designate / Asso. Professor IV	5,000.00
0987	0439-54	4	ALABA	Porferio	P.	Asso. Professor I	5,000.00
0987	0423-03	5	ARCON	Cecilia	E.	Asso. Professor III	5,000.00
0987	0481-40	6	ARCON	Manuel	R.	Assistant Professor I	5,000.00
0987	0428-42	7	BESINIO	Leopoldo	G.	Asst. Professor III	5,000.00
0987	0443-65	8	CABITANA	Gracelino		Instructor III	5,000.00
0987	0440-39	9	CATACUTAN	Marivel	M.	Asst. Professor IV	5,000.00

Account No.		Serial No.	Name		Position	Amount	Signature of Recipient
0987	0439-46	10	CATACUTAN	Rogelio	Asst. Professor III	5,000.00	
0987	0433-50	11	CHUA	Ruel	Asst Professor III	5,000.00	
0987	0491-20	12	CODILLA	Lope	U. Jr. Asst. Professor I	5,000.00	
0987	0443-49	13	CORDITA	Nonito	Sports Coordinator designate	5,000.00	
0987	0439-20	14	CORTINA	Leonardo	A. Asst. Professor I	5,000.00	
0987	0422-30	15	DELA CRUZ	Romel	Asst. Professor IV	5,000.00	
0987	0437-50	16	DESCARTEN	Randy	O. Asst. Professor IV	5,000.00	
0987	0427-45	17	DIVINAGRACIA	Arne	M. Maintenance Officer Designate-Asst. Professor IV	5,000.00	
0987	0426-56	18	DOCY	Lucihida	M. Asst. Professor IV	5,000.00	
0987	0433-34	19	DOCY	Rudy	C. Asst. Professor IV	5,000.00	
0987	0472-83	20	DONOSO	Webster	A. Instructor I	5,000.00	
0987	0439-62	21	DUMAGUIT	James	M. Instructor III	5,000.00	
0987	0433-42	22	ESPINEDO	Esteban	A. Instructor III	5,000.00	
0987	0532-40	23	GONO	Quintina	D. Instructor I	5,000.00	
0987	0500-39	24	GUILLEN	Angleles	S. Instructor I	5,000.00	
0987	0454-26	25	GUMATO	Edwin	Inspectorate Committee Designate-Asst. Professor		5,000.00
0987	0430-59	26	LACERNA	Elizabeth	T. Instructor III	5,000.00	
0987	0423-54	27	LAID	Roberto	Asso. Professor II	5,000.00	
0987	0426-48	28	LIBAY	Johnny Rey	A. Instructor II	5,000.00	
0987	0426-21	29	LLASOS	Gabriel	P. Jr. Instructor II	5,000.00	
0987	0438-73	30	MACALAM	Rhoda May	B. Instructor III	5,000.00	
0987	0426-99	31	MENOR	Elizabeth	S. Asst. Professor III	5,000.00	
0987	0427-70	32	MAGNO	Alejandro	B. Instructor II	5,000.00	
0987	0422-73	33	MAGNO	Perlita	S. Asst. Professor II	5,000.00	
0987	0441-01	34	MORALES	Edgardo	C. Instructor III	5,000.00	
0987	0434-66	35	NALA	Rene	Assistant Professor III		5,000.00
0987	0434-31	36	NAVARRO	Marlito	Asst. Professor I		5,000.00
0987	0422-81	37	PALMEJAR	Hannah	T. Instructor I	5,000.00	
0987	0452-56	38	PAREDES	Judel	Assistant Professor I		5,000.00
0987	0443-90	39	PARONIA	Archie	M. Instructor III	5,000.00	
0987	0469-10	40	PEREZ	Alicia	Asst Professor III		5,000.00
0987	0432-53	41	PLANDO	Ireneo	C. Jr. Placement Coordinator designate	5,000.00	
0987	0484-76	42	QUIACHON	Marjorie	T. Asst. Professor II	5,000.00	
0987	0485-90	43	RUAYA	Randel	B. Instructor I	5,000.00	
0987	0442-17	44	SALVADOR	Donald	C. Asst. Professor II	5,000.00	
0987	0435-04	45	SALVADOR	Emmanuel	R. Asst Professor IV	5,000.00	
0987	0423-89	46	SALVADOR	Nelia	S. Asst. Professor IV	5,000.00	
0987	0436-60	47	SEPTIMO	Teresita	T. Asst. Professor I	5,000.00	
0987	0430-67	48	SUBANG	Reynaldo	M. Asst. Professor III	5,000.00	
		49			***		AV
0987	0458-41	50	TALAWERA	Fortunato	R. Asst. Professor II	5,000.00	
0987	0435-47	51	TALINGTINS	Gavino	B. Asst. Professor IV	5,000.00	
0987	0484-50	52	TAN	Julito	O. Instructor II	5,000.00	
0987	0424-94	53	TAN	Renee	C. Asso. Professor IV	5,000.00	
0987	0426-64	54	ULBIS	Ma. Fe	H. Asst. Professor III	5,000.00	
0987	0454-69	55	YANGSON	Catherine	Asst. Professor I		5,000.00
0987	0428-50	56	YUJOCO	Michael	P. Instructor I	5,000.00	

SUB-TOTAL CIT DIVISION

285,000.00

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A.II.I.b		HIGHER EDUCATION SERVICES - TEACHER EDUCATION DIVISION					
0987	0431-99	1	PATULIN	Elvis	P.	Designated Chair - Asso. Professor V	5,000.00
0987	0485-65	2	ADLAON	Mauricio	S.	Planning Officer-Designate/Asso. Professor I	5,000.00
0987	0443-06	3	BORJA	Emmylou		Designated Accre In-Charge-Asso. Professor V	5,000.00
0987	0427-61	4	CAVITE	Iryn	E.	Asst. Professor III/JEEP Program In-Charge	5,000.00
0987	0428-93	5	GUERRA	Maria Fe	C.	Designated SPSO -Asst. Professor IV	5,000.00
0987	0434-58	6	MAGHUYOP	Alicia	Z.	Research Director Designate/Asso. Professor II	5,000.00
0987	0436-10	7	PAULINES	Mignonette	M.	Asst. Professor I/IRGO Director	5,000.00

Account No.		Serial No.	Name		Position	Amount	Signature of Recipient
0987	0435-98	8	BAYANG	Eliza	E.	Asso. Professor I	5,000.00
0987	0439-89	9	BUENAFLOR	Roberto	C.	Professor VI	5,000.00
0987	0429-90	10	CABA	Ailyn	B.	Asst. Professor II	5,000.00
0987	0457-01	11	CAUSING	Pilmore	M.	Instructor I	5,000.00
0987	0433-18	12	CORDITA	Amefiel	C.	Asso. Professor IV	5,000.00
0987	0440-63	13	DALAYGON	Cases	D.	Asso. Professor II	5,000.00
0987	0437-25	14	DELITO	Eleanore Mitsu	S.	Asst. Professor III	5,000.00
0987	0432-29	15	FABROA	Hayde	D.	Asst. Professor II	5,000.00
0987	0433-69	16	FELICIO	Carmechita	P.	Asst. Professor III	5,000.00
0987	0432-10	17	GALIDO	Elsie	P.	Asst. Professor III	5,000.00
0987	0422-65	18	JABONERO	Jhane	R.	Asso. Professor V	5,000.00
0987	0433-85	19	LEONG	Grace	H.	Instructor I	5,000.00
0987	0431-72	20	MALICAY	Leonilyn	G.	Asst. Professor IV	5,000.00
0987	0443-81	21	MATURAN	Jocelyn	T.	Instructor III	5,000.00
0987	0422-49	22	MIRANDA	Jonas Robert		Asso. Professor III	5,000.00
0987	0453-96	23	PAGLINAWAN	Esperanza	P.	Asso. Professor V	5,000.00
0987	0434-74	24	PATAC	Adriano	V.	Jr. Asst. Professor IV	5,000.00
0987	0434-90	25	PATAC	Louida	P.	Asso. Professor II	5,000.00
0987	0438-57	26	PONGCOL	Eden Gliff	S.	Instructor III	5,000.00
0987	0422-90	27	SERDAN	Geraldine	A.	Instructor I	5,000.00
0987	0436-87	28	TANGUIHAN	Lucille	G.	Asso. Professor II	5,000.00
0987	0425-16	29	VILLAMOR	Tita	P.	Asst. Professor II	5,000.00
SUB-TOTAL TED						145,000.00	
A.II.I.c		HIGHER EDUCATION SERVICES - ENGINEERING DIVISION					
0987	0440-80	1	ESPADON	Alexis		Designated Chair-Asso. Professor I	5,000.00
0987	0429-15	2	PORTEGUES	Virne	P.	Des. Resident Engr. -Assistant Professor I	5,000.00
0987	0421-41	3	ANDALUZ	Rosanne	E.	Assistant Professor I	5,000.00
0987	0533-13	4	DELOSA	Conrado	B.	Instructor I	5,000.00
0987	0424-86	5	ECHIN	Elma	C.	Assistant Professor III	5,000.00
0987	0440-98	6	GINGO	Verna	L.	Asst. Professor I	5,000.00
0987	0439-38	7	MADELO	Aurea	M.	Asst. Professor II	5,000.00
0987	0423-20	8	MORITE	Analyn	S.	Asst. Professor II	5,000.00
0987	0423-38	9	REYNA	Ritchie	A.	Asst. Professor IV	5,000.00
0987	0486-46	10	RUAYA	Perfect	R.	Jr. Assistant Professor III	5,000.00
SUB-TOTAL Eng'g.						50,000.00	
A.II.I.d		HIGHER EDUCATION SERVICES - INFORMATION TECHNOLOGY DIVISION					
0987	0430-83	1	TOLEDO	Teresita	L.	Designated Chair -Asst. Professor IV	5,000.00
0987	0430-08	2	MONTEJO	Amor	C.	Info Tech Accreditation Des/Asst. Prof. I	5,000.00
0987	0440-20	3	MAG-USARA	Arvin	E.	Asst. Professor I/TSG In-Charge	5,000.00
0987	0431-30	4	CAGAS	Unife	O.	Asso. Professor IV	5,000.00
0987	0432-96	5	CARNICER	Marilou	B.	Asst. Professor III	5,000.00
0987	0421-76	6	DELA CERNA	Monalee	A.	Asst. Professor II	5,000.00
0987	0441-95	7	ESPADON	Judita	R.	Asst. Professor IV	5,000.00
0987	0422-14	8	FRANCISCO	Virnilla	C.	Instructor I	5,000.00
0987	0429-58	9	GUIRAL	Froilan Jay	E.	Instructor I	5,000.00
0987	0453-29	10	LUMINTAC	Maria Tavita	Q.	Asso. Professor V	5,000.00
0987	0441-52	11	NOGUERRA	Crispin	P.	Jr. Asst. Professor III	5,000.00
0987	0441-44	12	VILLAREAL	Sam Precioso	A.	Instructor III	5,000.00
SUB-TOTAL IT DIVISION						60,000.00	
A.II.I.e		HIGHER EDUCATION SERVICES - ARTS & SCIENCES DIVISION					
0987	0437-09	1	DIAZ	Annabelle	N.	Designated Chair - Asst. Professor III	5,000.00
0987	0453-02	2	SABEJON	Evangeline	P.	Des. Ext. Officer - Asso Professor III	5,000.00
0987	0442-09	3	MACABODBOD	Jonathan	C.	Instructor III	5,000.00
0987	0427-10	4	JOVERO	Marijul	B.	Instructor III	5,000.00
0987	0438-14	5	VELARDE	Vanissa	E.	Instructor III	5,000.00
SUB-TOTAL ARTS & SCIENCES DIVISION						25,000.00	

Account No.	Serial No.	Name	Position	Amount	Signature of Recipient
SUB-TOTAL HIGHER EDUCATION				570,000.00	
146		OVER ALL TOTAL		720,000.00	
A. CERTIFIED: Services duly rendered as stated.		C. APPROVED FOR PAYMENT: Seven Hundred Twenty Thousand Pesos Only (P 720,000.00) ✓			
<u>ECCLESTASIS T. DUMANIG, D.M.</u> Chief Administrative Officer-Designate Signature over Printed Name of Authorized Official		<u>GREGORIO Z. GAMBOA, Jr./Ed.D</u> SUC President II Signature over Printed Name of Authorized Official			
B. CERTIFIED: Supporting documents complete and proper, and cash available in the amount of <u>P 720,000.00</u>		D. CERTIFIED: Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name			
<u>GAY ROSE M. SECURA, CPA</u> (Signature over Printed Name) Head of Accounting Division/Unit		<u>LOWELA E. PAQUEO</u> (Signature over Printed Name) Disbursing Officer			
		E.			
		11030672 Date: MAR 24 2017 JEVN			
		Date :			