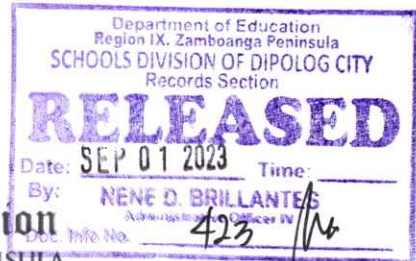




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



Office of the Schools Division Superintendent

August 30, 2023

Division Memorandum
No. 423, s. 2023

**REITERATION ON THE GUIDELINES ON THE PROVISION AND USE OF
OFFICIAL MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS
(DepEd Order No. 002 s. 2023)**

TO: **ASDS**
CID/SGOD Chiefs
EPS/PSDS/Section Heads
School Principal
All Others Concerned
This Division

-
1. Pursuant to DepEd Order No. 002 s. 2023 titled as “**Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads**” which aims to rationalize and regulate the use of mobile phones, postpaid lines and prepaid load and allows the DepEd Officials and other personnel concerned to have immediate communication with clients and stakeholders and enable them to respond to time sensitive issues and concerns.
 2. With this, this office reiterates the adherence to the above-mentioned guidelines. The authorized officials and personnel (*enclosed in Annex A*) shall use their postpaid line and prepaid load in the performance of their duties and responsibilities.



Address: Purok Farmers, Olingan, Dipolog City
Telephone No.: (065) 908-2583
Email Address: dipolog.city@deped.gov.ph
Website: dipologcitydivision.net
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

3. Furthermore, the said provision shall not be treated as an allowance but rather as an expense subject to reimbursement or liquidation procedure submitting essential supporting documents such as SOA/Invoice/Bill, Official Receipts and Certification by the Agency Head or authorized representative or eligible recipient stating that all calls made are official in nature.
4. For the procurement of prepaid load cards chargeable against their respective specific programs and project funds, must adhere to RA 9184 or "Government Procurement Law" procedures. Additionally, for the purposes of distribution of load cards to other employees/personnel, it must secure, (a) list indicating the quantity, amount of load cards received and acknowledgment of each recipient, (b) Certification by the Agency Head or authorized representative or the eligible recipient stating that calls made are all official in nature. Provided, that such recipients are not identified in the eligible/authorized official and personnel listed in Annex A and the amount of load card given does not exceed maximum ceiling mentioned in the existing guidelines of communication and in compliance with the existing budgeting, accounting, and auditing rules and regulations.
5. Immediate and widest dissemination of this memorandum is desired.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

Encl: As stated
Reference/s: DO 17, s. 2019; DO 4, s. 2020
DO 2, s. 2023



Address: Purok Farmers, Olingan, Dipolog City
Telephone No.: (065) 908-2583
Email Address: dipolog.city@deped.gov.ph
Website: dipologcitydivision.net
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

**LIST OF PERSONNEL/STAFF WHO WILL AVAIL OF OFFICIAL MOBILE PHONE
SUBSCRIPTIONS/LINES AND PREPAID LOADS**

JUSTIFICATION:

1. To coordinate with Stakeholders
2. Gathers Data from Regional Office/Central Office

Below is the list of Personnel/Staff of DepEd Dipolog City Division who will avail of mobile phone subscriptions/lines and prepaid loads, chargeable against the allowable provision for such purpose. This provision will facilitate the accomplishment of functions and responsibilities of DepEd Dipolog City Division

No.	NAME	POSITION	MONTHLY LOAD ALLOCATION
1	MA. LIZA TABILON	SDS	4,000.00
2	POCULAN, LOURMA	ASDS	3,500.00
3	MONTERO, AMELINDA D.	CID CHIEF	3,000.00
4	HUSSIEN, NUR	SGOD CHIEF	3,000.00
5	RATIFICAR, LILIBETH	EPS	800.00
6	JOSOL, RIELA ANGELA	EPS	800.00
7	MACASASA, ARACELI	EPS	800.00
8	JESSIE SAMANIEGO	EPS	800.00
9	YUSOPH, JACINTA	EPS	800.00
10	MAYORMITA, ZYHRINE	EPS	800.00
11	SILAO, HELEN	EPS	800.00
12	ELTANAL, CHERRY MAE	EPS	800.00
13	ESTEBAT, SERAPINO	EPS	800.00
14	ANTIQUINA, MONINA	EPS	800.00
15	YARAG, RONILO	EPS	800.00
16	VELASCO, VILMA	PSDS	800.00
17	CABALIDA, EDGARDO	PSDS	800.00
18	MACUTE, PETRUSH	PSDS	800.00
19	MIRANDA, GENEVIEVE	PSDS	800.00
20	REFUGIO, ADRIAN	PSDS	800.00
21	LARANJO, BERNIE	PSDS	800.00
22	BANTILAN, MELANIE	PSDS	800.00
23	SAMANTE, JOVENCIA	PSDS	800.00
24	DELOS SANTOS, OLALIO	PSDS	800.00
25	MONTEALTO, ROSSALYN	PSDS	800.00
26	ANA RIVA E. LANAT	ACCOUNTANT	500.00
27	GERAGA, RANDYL	AO V-BUDGET	500.00
28	TANAGA, MA. CECILLE	LEGAL OFFICER	500.00
29	TABILIRAN, CLEES PAUL	DENTIST	300.00



Address: Purok Farmers, Olingan, Dipolog City
Telephone No.: (065) 908-2583
Email Address: dipolog.city@deped.gov.ph
Website: dipologcitydivision.net
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

30	APILAN, JOSE MARI	ITO	300.00
31	MURRO, LUISIANO	SEPS	300.00
32	-	Medical Officer	300.00
33	BELANGOY, TERENCE	SEPS	300.00
34	GAHISAN, CRISPO	SEPS	300.00
35	FLORES, RAMBELLE	SEPS	300.00
36	ALEJO, DEBORAH MAE	AO IV-SUPPLY	300.00
37	BAEL, CHRISTOPHER ACE	ENGINEER III	300.00
38	RICAFORT, LOVE	AO IV-PERSONNEL	300.00
39	DIVINAGRACIA, ALINIEL	AO IV-FINANCE	300.00
40	BRILLANTES, NENE	AO IV-RECORDS	300.00
41	NAZARETH, ANTOINETTE	PLANNING	300.00
42	REFUGIO, MARIE	EPS- HRTD	300.00
43	CHIU, JESSEL	EPS- SOCMOB	300.00
44	SEBASTIAN, NEIL	EPS- SMME	300.00
45	SHELLAH TAYRUS	ADA VI- GSO	300.00
46	BARBASO, MARILYN	ADAS III	300.00
47	FUERZAS, VINCE GERALD	ADA VI	200.00
48	CHIU, ALAN	PDO II –DRRM	300.00
49	PAGULONG, FEBE ARIANNE	ADAS III- BAC Sec Member	300.00
50	JOCEL MHAЕ ENDEREZ	ADAS I- Budget	200.00
51	ARANAS, SARAH	ADAS II	300.00
52	DONDOYANO, CIELBERT	ADAS III (Information Officer)	300.00
53	GOYENA, SHEENA	ADAS II- (School MOOE)	200.00
54	EGUIA, RYAN	ADAS II- Canvasser	300.00
	GRAND TOTAL		39,300.00

*list down functions, as stated in the TOR, which requires frequent use of mobile phones and prepaid loads, specify official business use of the mobile phone subscription/lines and prepaid loads in order for the personnel to perform cited function (e.g., to coordinate with stakeholders, to gather data from regional offices)

The total amount of Thirty-Nine Thousand Three Hundred Pesos Only is chargeable against and within the approved monthly ceiling for the personnel/staff of DepEd Dipolog City Division, as provided in the Guidelines on the Use of Mobile Phone Subscriptions/Lines and Prepaid Loads under DepEd Order No. 002, s. 2023, dated January 17, 2023.

Approved by:


MA. LIZA R. TABILON, EDD, CESO V
Schools Division Superintendent



Address: Purok Farmers, Olingan, Dipolog City
Telephone No.: (065) 908-2583
Email Address: dipolog.city@deped.gov.ph
Website: dipologcitydivision.net
FB Page: <https://www.facebook.com/depeddipologcity>



Republic of the Philippines
Department of Education

DepEd ORDER
 No. **002**, s. 2023

JAN 17 2023

AMENDMENT TO DEPED ORDER NO. 017, S. 2019
 (Guidelines on the Provision and Use of Official Mobile Phones,
 Postpaid Lines and Prepaid Loads as Amended)

To: Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents
 Public Elementary and Secondary School Heads
 All Others Concerned

1. The various impact of the COVID-19 Pandemic has largely changed the way education service delivery is carried out. There is a need to closely coordinate programs, projects, and activities in all levels of governance, hence, the increased utilization of messaging applications and virtual meeting platforms as an alternative for in-person meetings require more mobile data inclusion to allow quick dissemination and generation of data and information to facilitate timely informed policy decision.

2. Thus, the following provisions of DepEd Order (DO) Nos. 017, s. 2019 and 004, s. 2020 are amended, to wit:

a. **Section IV, Item 3** of DO 017, s. 2019 and **Sections 3 and 4** of DO 004, s. 2020

3. The authorized/eligible recipients and their maximum monthly provision for the postpaid line and prepaid are as follows:

Designation	New Monthly Ceiling
Central Office	
Secretary	Actual expenses incurred
Undersecretary	P 8,000.00
Assistant Secretary	7,000.00
Director IV	6,000.00
Director III	5,000.00
Head Executive Assistant	5,000.00
Division Chief	3,500.00
Assistant Division Chief	2,000.00
Staff of the Office of the Secretary - Proper	10,000.00
Staff of the Office of the Undersecretary	5,000.00
Staff of the Office of the Assistant Secretary	4,000.00
Staff of the Office of the Director	2,000.00
Regional Office	
Regional Director	P 6,000.00
Assistant Regional Director	5,000.00

Designation	New Monthly Ceiling
Division Chief	3,500.00
Assistant Division Chief	2,000.00
Other staff authorized by the Regional Director	9,000.00
Schools Division Office	
Schools Division Superintendent	P 4,000.00
Assistant Schools Division Superintendent	3,500.00
Division Chief	3,000.00
Education Program Supervisor	800.00
Public Schools District Supervisor	800.00
School Heads/Principal	1,500.00
Assistant Schools Principal managing SHS in Integrated SS	1,000.00
Other staff authorized by the Schools Division Superintendent	9,000.00

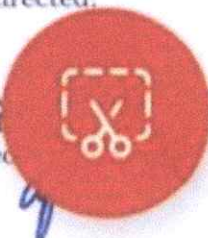
xxx

3. Further, this Order reiterates that for payment of postpaid line and prepaid loads, **only the following documents are needed** as provided for under Section V (B.1.c.) of DO 017, s. 2019: **the SOA/Bill/Invoice/Official Receipt or machine validated SOA, and Certification by Agency Head or the authorized representative or the eligible recipient stating that calls made are all official in nature. Provided, however, that additional documents may be required from the claimant should the abovementioned documents are not complied with.**
4. All other provisions of DO 017, s. 2019 and DO 004, s. 2020 shall remain in effect.
5. This Order shall take effect immediately upon its approval, issuance, and publication online at www.deped.gov.ph. and its filing with the University of the Philippines Law Center-Office of the National Administrative Register (UP LC-ONAR).
6. For more information, please contact the **Office of the Undersecretary for Finance** through email at usec.financebpm@deped.gov.ph or at telephone number (02).8633-9432.
7. Immediate dissemination of and strict compliance with this Order is directed.



DEPED-OSEC-AP2020

Sara Zimmerman
SARA Z. DUTERT
 Vice President and Secretary



References: DepEd Order: (Nos. 004, s. 2020 and 017, s. 2019)
 To be indicated in the Perpetual Index under the following subjects:

- | | |
|---------------------|-----------|
| AMENDMENT | PAYMENT |
| BUREAUS AND OFFICES | POLICY |
| COMMUNICATIONS | PROCEDURE |
| OFFICIALS | |