



Republic of the Philippines
Department of education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

MAY 23 2025

DIVISION MEMORANDUM

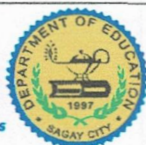
No. **317**, s. 2025

**LATEST GUIDELINES IN THE PROVISION AND USE OF MOBILE LOAD OR
PAYMENT OF COMMUNICATION EXPENSES TO AUTHORIZED/ELIGIBLE
RECIPIENTS IN THE DIVISION OFFICE AND SCHOOLS**

To: Assistant Schools Division Superintendent
Chief of SGOD
PSDS
School Heads
All Others Concerned

1. Relative to the issued DepEd Order No. 014, s.2025 entitled **'AMMENDMENT TO DEPED ORDER NO. 017, s.2019** (Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads) **AS AMMENDED BY DEPED ORDER 002, s. 2023**, the following are the authorized/eligible recipients with the new rate for maximum monthly provision for the postpaid line or prepaid load:

Designation	New Monthly Ceiling
Division Personnel	
Schools Division Superintendent	2,500.00
Asst. Schools Division Superintendent	2,000.00
Chief of SGOD	2,000.00
Chief of CID	2,000.00
Education Program Supervisor - SGOD	500.00
Education Program Supervisor - ALS	500.00
Education Program Supervisor - Aral. Pan.	500.00
Education Program Supervisor - English	500.00
Education Program Supervisor - ESP	500.00
Education Program Supervisor - Filipino	500.00
Education Program Supervisor - LRMS	500.00
Education Program Supervisor - MAPEH	500.00
Education Program Supervisor - Math	500.00
Education Program Supervisor - Science	500.00
Education Program Supervisor - TLE	500.00
Public Schools District Supervisor -Districts 1 to 10	500.00 per PSDS
Other Division Personnel authorized by SDS	1,500.00 equally shared to all authorized personnel
School Personnel	
School Head / School Principal	1,000.00
Asst. School Principal in SHS of Integrated School	800.00



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597 / sagaycity.001@depd.gov.ph



Republic of the Philippines
Department of education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

2. All eligible recipients shall register one mobile number as their official number to the Division HRMO to be reflected in the Directory of the Division.
3. The manner of provision for payment of postpaid line or prepaid load for communication expenses of authorized recipients shall be on **reimbursement basis** and supported by the following documentary requirements:
 - ✓ Statement of Account or billing for postpaid mobile account
 - ✓ Invoice and/or Official Receipt or Electronic Invoice/Receipt
 - ✓ Certification (see template in Annex A) that the communication expenses incurred were official in nature and necessary to the performance of official duties and responsibilities
 - ✓ Daily Time Record (*except for 3rd level position not required for biometrics*), manual or biometrics-generated duly signed by School Head for School Personnel and Administrative Officer V- Admin. Services for Division Personnel.
4. The payment of reimbursement shall be based on the number of days of **actual work performance** on workdays in a month, as follows:

Actual Work Performance in a Month	Monthly Communication Expenses
1 to 5 days	25% of maximum monthly load provision
6 to 11 days	50% of maximum monthly load provision
12 to 16 days	75% of maximum monthly load provision
17 days or more	100% of maximum monthly load provision

5. For purposes of reimbursement of communication expenses, the following leaves, notwithstanding that such are paid and are authorized time-off from work, **shall not be construed as actual work performance**, regardless of the allowed number of days:
 - Vacation Leave with pay
 - Sick Leave with pay
 - Special Privilege Leave
 - Paternity Leave
 - The additional seven (7) days allocated by a female employee to the child's father from her maternity leave in accordance with CSC MC No. 5, s. 2021
 - Parental Leave to Solo Parents
 - Leave for Victims of Violence Against Women and their Children
 - Special Leave Benefits for Women under RA No. 9710
 - Maternity Leave (for married or solo parent female employee)
 - Rehabilitation Leave in accordance with CSC-DBM JC No. 1, s. 2006
 - Study Leave
 - Adoption Leave



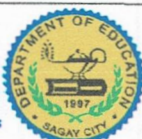
Republic of the Philippines
Department of education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

6. All reimbursement of communication expenses shall be done with utmost judiciousness and prudence to ensure efficient use of government funds. Authorized recipients must avoid duplication of similar or related expenses, ensuring that expenditures are necessary, reasonable and strictly adhere to existing budgeting, accounting and auditing laws, rules and regulations.
7. Moreover, the issued DepEd Order No. 014, s.2025 dated May 8, 2025, was made to be effective immediately upon its approval, issuance and publication. Therefore, reimbursement of communication expenses relative to it shall commence on month of May 2025 and/or thereafter subject to availability of fund, considering that budget allocations for the previous months of this year were already utilized and approved to be realigned to other prioritized programs, projects and activities of schools and division office.
8. There shall be no discrimination in the implementation of this Memorandum on account of age, school, gender, civil status, disability and religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
9. Widest and immediate dissemination of and strict compliance with this Memorandum is hereby advised.


DANNIE CLARK M. UGUIL, CESE
OIC- Schools Division Superintendent



Encl: Annex 'A'
Reference: DO no. 002, s.2023; 004, s.2020; 017, s.2019 and DBM BC 2024-2 dated 8/2/2024
To be indicated in the Perpetual Index
under the following subjects:
memo
Accounting 5/21/2025



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597 / sagaycity.001@depd.gov.ph



Republic of the Philippines
Department of education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Annex A - Sample Self-Certification

CERTIFICATION

This is to certify that communication expenses incurred in the total amount of P _____ for the period covering _____ were all official in nature and necessary to the performance of official functions.

This certification is issued to support the reimbursement of said expenses.

(NAME OF AUTHORIZED OFFICIAL/EMPLOYEE)

(Position / Designation)

Noted by:

(NAME OF IMMEDIATE SUPERVISOR)

(Position / Designation)