



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY  
Calbayog City Western Samar


April 30, 2024

Division Memorandum  
No. 272 s. 2024

**CLARIFICATION ON DEPED ORDER NO. 017 S. 2019 (Guidelines on the Provision and Use of Official Mobile Phones Postpaid Lines and prepaid Loads) AS AMENDED BY DEPED ORDER NO. 002, series 2023.**

1. In relation to Section 4 of the DepEd Order No. 017, s. 2019 titled: Guidelines on the Provision and Use of Official Mobile Phones, postpaid lines and prepaid loads, this is to clarify that:
  - a. This provision shall not be treated as allowance but an expense subject to reimbursement procedure requiring submission of the corresponding billing statement and /or official receipts.
  - b. The postpaid line or prepaid load shall be provided to officials and to other personnel holding *regular positions* in DepEd agency staffing pattern who have been duly designated by the competent authorities to perform the duties and responsibilities as Officer-In-Charge of such positions.
  - c. The Head of Office concerned shall identify the list of personnel / staff who will be authorized to avail the postpaid line or prepaid load chargeable against the allowable provision. Staff who are under on **Contract of Service (COS) or Job Order Status** will **not** be allowed to avail of this provision.
  - d. All Offices and accountable officials and personnel thereof shall comply with the existing financial reporting guidelines on the use of funds for this purpose.
2. Attached is the Annex A-Template to be use for this purpose.
3. For strict compliance.



  
MARGARITO A. CADAYONA, Jr. PhD, CESO VI  
OIC-Schools Division Superintendent



Gomez St., Brgy Hamorawon  
DepEd, Schools Division of Calbayog City  
Calbayog City, Western Samar 6710



**Republic of the Philippines  
Department of Education**

**ANNEX A**

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

Below is the list of Personnel/Staff of (           Office           ) 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 the (           Office           ).

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION (PHP)
<i>Mobile Phone Subscriptions/ Lines</i>			
<i>Prepaid Loads</i>			
<b>TOTAL</b>			

*\*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 (           in words and figures           ) is chargeable against and within the approved monthly ceiling for the personnel/staff of (           Office           ), as provided in the *Guidelines on the Use of Mobile Phone Subscriptions/ Lines and Prepaid Loads* under DepEd Order No. \_\_\_\_\_, dated \_\_\_\_\_.

Approved by:

\_\_\_\_\_  
Head of Office\*

*AS*

\*Head of Office is the Secretary, Undersecretary, Assistant Secretary, Bureau/Service and Regional Director, and School Division Superintendent.

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