



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 642, s. 2019

August 19, 2019

**GUIDELINES ON THE PROVISION AND USE OF OFFICIAL MOBILE PHONES,
POSTPAID LINES AND PREPAID LOADS**

To: **SCHOOLS DIVISION OFFICE PERSONNEL
SCHOOL HEADS AND SCHOOL-IN-CHARGE
BUDGET SECTION
ACCOUNTING SECTION**

1. Pursuant to the unnumbered Memorandum dated August 7, 2019 of Evelyn R. Fetalvero, CESO V, Assistant Regional Director, Officer-In-Charge of the Office of the Regional Director, Department of Education, Regional Office XI, Davao City, you are hereby enjoined to observe the **"GUIDELINES ON THE PROVISION AND USE OF OFFICIAL MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS"** as provided in DepEd Order No. 017, s. 2019 dated July 18, 2019.
2. For immediate dissemination and strict compliance.


WINNIE E. BATON, Ed. D.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
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Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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MEMORANDUM

DepEd Schools Division of Digos City
RECORDS SECTION

To : All Schools Division Superintendents
All Heads of Secondary Schools Implementing Units
This Region

RECEIVED 39033
DATE: 08 AUG 2019 TIME: 4:24
BY:

Subject: GUIDELINES ON THE PROVISION AND USE OF OFFICIAL
MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS

Date : August 7, 2019

Attached is DepED Order No. 017, s. 2019 dated July 18, 2019 issued by Secretary Leonor Magtolis Briones, Department of Education, Pasig City, on the Guidelines on the Provision and Use of Mobile Phones, Postpaid Lines and Prepaid Loads for the Department of Education.

Immediate dissemination of this Memorandum is directed.

EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosed: As Stated

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DEPARTMENT OF EDUCATION ROXI
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Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 1

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Republic of the Philippines
Department of Education

18 JUL 2019

DepEd ORDER
No. **017**, s. 2019

**GUIDELINES ON THE PROVISION AND USE OF OFFICIAL MOBILE PHONES,
POSTPAID LINES AND PREPAID LOADS**

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

1. For the information and guidance of all concerned, the Department of Education (DepEd) issues the enclosed **Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads**.
2. This Order shall take effect immediately upon issuance.
3. For more information, please contact the **Office of the Undersecretary for Finance**, 2nd Floor, Rizal Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at usec.financebpm@deped.gov.ph or at telephone no. (02) 633-9342.
4. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

Reference:
Office Memorandum dated February 6, 2007

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
COMMUNICATIONS
OFFICIALS

PAYMENT
POLICY
PROCEDURE

SMMA, DO Guidelines on the Provision and Use of Official Mobile Phone
0412- June 20/July 10, 2019

**GUIDELINES ON THE PROVISION AND USE OF OFFICIAL
MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS**

I. Rationale

The use of Information and Communications Technology (ICT) equipment such as mobile phones is essential in carrying out the diverse tasks and responsibilities in workplaces especially in the Department of Education (DepEd). Mobile phones complemented with provisions on postpaid lines and prepaid loads allow 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.

II. Scope of the Policy

This DepEd Order provides standards and procedures in the provision and use of mobile phones, postpaid lines and prepaid loads to DepEd officials and personnel at the Central Office, Regional Offices, Schools Division Offices, and public schools. This also defines the roles and responsibilities of offices concerned in managing this program.

III. Policy Statement

This policy aims to rationalize and regulate the provision and use of mobile phones, postpaid lines and prepaid loads for authorized regular DepEd officials and personnel concerned at the Central Office, Regional Offices, Schools Division Offices and public schools.

IV. Guidelines

The Department shall provide authorized officials and personnel listed herein with postpaid line and prepaid load for use in the performance of their official duties and responsibilities.

1. This provision shall not be treated as allowance, but as an expense subject to reimbursement or liquidation procedure requiring submission of the corresponding billing statements and/or official receipts.
2. The postpaid line and prepaid load shall be provided to officials, and to other personnel holding regular positions in the DepEd agency staffing pattern who have been duly designated by the competent authorities to

perform the duties and responsibilities as Officers-in-Charge of such positions.

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

Office and Position	Monthly Ceiling (Php)
Central Office	
Secretary	10,000.00
Undersecretary	6,000.00
Assistant Secretary	5,000.00
Director IV	4,000.00
Director III	3,000.00
Division Chief	2,500.00
Assistant Division Chief	1,000.00
Allowable provision for the staff of the Office of the Secretary - Proper	5,000.00
Allowable provision for the staff of the Office of Undersecretary	3,000.00
Allowable provision for the staff of the Office of the Assistant Secretary	2,000.00
Allowable provision for the staff of the Office of the Director	1,000.00
Regional Office	
Regional Director (RD)	4,000.00
Assistant Regional Director	3,000.00
Division Chiefs	2,500.00
Education Program Supervisor	500.00
Allowable provision for other RO personnel authorized by the RD	8,000.00
School Division Office	
School Division Superintendent	3,000.00

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Assistant School Division Superintendent	2,500.00
Division Chief	2,000.00
Education Program Supervisor	500.00
Public Schools District Supervisor	500.00
School Head/Principal	300.00
Allowable provision for other SDO personnel authorized by the SDS	8,000.00

4. The members of the Executive Committee may be allowed not more than two (2) mobile phone line accounts, provided that the total amount (when the two (2) billings are added) to be availed shall not exceed the monthly ceiling herein specified per position or eligible recipient. However, for the other eligible recipients, only one (1) postpaid line per eligible recipient shall be allowed regardless of whether the ceiling has been fully used or not. The eligible recipient has the option to avail of either a postpaid line (DepEd Account or Personal Account) or prepaid load.
5. The Head of Office concerned shall identify and submit to Personnel Division/Section/Unit the list of personnel/staff who will be authorized to avail of official postpaid line and prepaid load chargeable against the "allowable provision per office". Staff who are on Contract of Service (COS) or Job Order status will not be allowed to avail of this provision. Attached is the template to be used for this purpose. (See attached Annex A)
6. In no circumstances shall "Pass/Share-a-Load" be allowed. Charges for "pass/share-a-load" will be on personal account of the eligible recipient and payment will not be charged against government funds.
7. Charges from postpaid plan in excess of the monthly ceiling of authorized provision shall be paid for by the personnel concerned.
8. Should the authorized postpaid line include the issuance of mobile phone units at no additional cost to DepEd, the device/unit shall be the property of the subscriber.
9. Mobile phone units, if procured and issued by DepEd, shall be covered by the Property Acknowledgement Report (PAR) duly acknowledged by the eligible recipient who shall be responsible/accountable for the unit/s issued. When the eligible recipient retires, resigns, or is transferred, any mobile phones or equivalent unit issued by DepED must be turned over to

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the Regional/Division office or school, who in turn shall surrender the units to the General Services Division-Central Office.

10. Procurement of mobile phones to be issued by DepEd shall strictly observe the Revised Implementing Rules and Regulations (IRR) of R.A. No. 9184 or the Government Procurement Reform Act.

V. PROCEDURES

A. Upkeep of Mobile Phone Units

1. The eligible recipient shall exercise due care in the use of the DepEd-issued mobile phone unit.
2. In cases where the unit needs to be repaired, the official or personnel concerned shall directly proceed to the service provider for the repair of the unit.
3. All expenses for the repair and maintenance of the DepEd-procured and issued mobile phone unit that are not covered by the warranty shall be on personal account of the eligible recipient.
4. Disposal of DepEd-issued mobile phones shall follow the guideline and procedures in disposing unserviceable equipment.

B. Payment of Postpaid Line and Prepaid Load Provision

1. For Postpaid Line under DepEd Account

- a. Upon the receipt of the Statement of Account (SOA) for postpaid line under the official DepEd account, the Records Division /Section /Unit shall transmit the same to the Personnel Division/Section/Unit.
- b. The Personnel Division/Section/Unit shall review the SOA, prepare the Obligation Request Status (ORS) and the Disbursement Voucher (DV), and forward the said documents to the Budget Division/Section/Unit.
- c. The Budget Division/Section/Unit shall process and record the ORS in the Registry of Allotment and Obligation.
- d. The Accounting Division/Section/Unit shall process the payment and ensure that the bills are paid on or before the due date.
- e. Pursuant to COA Circular No. 2012-001, claims for postpaid line and prepaid load must be supported by a SOA/Bill/

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Invoice/Official Receipt or machine validated SOA and Certification by Agency Head or his authorized representative or the eligible recipient stating that calls made are all official in nature.

2. For Postpaid Line under Personal Account and for Prepaid Load

- a. The reimbursement procedures shall be followed. That is, payment of monthly provision for postpaid line shall be made only upon presentation of Official Receipt and Statement of Account from the service provider.
- b. For prepaid load, payment shall be made on the basis of an Official Receipt from the seller and a Certification by Agency Head or his authorized representative or the eligible recipient stating that calls made are all official in nature.

VI. Source of Fund

- A. The amounts required for payment of postpaid line and prepaid load under this Order shall be taken from the General Administrative Support Service (GASS)-MOOE appropriations/budget of the Central Office, Regional Offices, School Division Offices and schools, and from other available legal sources, subject to availability of funds and in compliance with existing budgeting, accounting and auditing rules and regulations.
- B. Other programs and projects with allocation for communication expense shall charge its expenses from the respective program and project funds, subject to separate internal guideline and in compliance with existing budgeting, accounting and auditing rules and regulations.

VII. Monitoring and Evaluation

- A. All offices and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.
- B. Any related concerns of offices not covered by the provisions of this policy shall be referred to the appropriate governance level.
- C. The Budget and Accounting Divisions of the DepEd Central Office, Regional Finance Division and Finance Unit SDOs shall monitor compliance and evaluate implementation of this DepEd Order.

VIII. Effectivity

This Order shall take effect immediately and supersedes all issuances inconsistent with the herein guideline.

LEONOR MAGTOLIS BRIONES

Secretary

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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)
Mobile Phone Subscriptions/ Lines			
Prepaid Loads			
TOTAL			

*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*

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