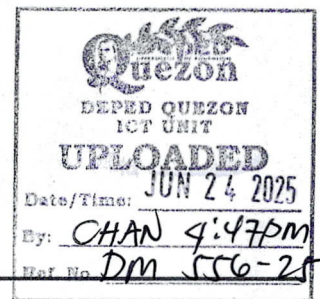




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 June 2025

DIVISION MEMORANDUM

DM No. 556, s. 2025

DISSEMINATION OF DEPED ORDER NO. 14, S 2025

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
All Others Concerned

1. In connection with DepEd Order No. 014, s 2025, dated May 08, 2025 entitled Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads, attached is a copy of the said DepEd Order for your reference.
2. Widest and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Admlabm06/20/2025
DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education

MAY 08 2025

DepEd ORDER
No. 014, s. 2025

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 BY DEPED ORDER 002, s. 2023

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

- Effective communication is a cornerstone for delivering quality education and ensuring the smooth execution of the Department of Education's (DepEd) mandates, functions, and responsibilities. With the growing reliance on digital and telecommunication tools in its operations, the Department acknowledges the continuous need to provide postpaid lines and prepaid loads to its personnel, enabling them to perform their duties efficiently.
- Relative to the issuance of the Department of Budget and Management (DBM) Budget Circular No. 2024-2¹, this DepEd Order (DO) is issued to **amend the allowable maximum monthly communication expenses for DepEd officials and employees** as stipulated in DO 017, s. 2019 (Guidelines on the Provision and Use of Official Mobile Phones, Prepaid Lines, and Prepaid Loads) to be aligned with the guidelines for payment of communication expenses of certain government personnel as prescribed in the budget circular.
- The provisions in **Section IV. Items 3 and 4** and **Section V.B.** of DO 017, s. 2019, shall be amended as follows:

IV. Guidelines

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

Designation	New Monthly Ceiling
Central Office	
Secretary	P8,000.00
Undersecretary	P5,000.00
Assistant Secretary	P5,000.00
Director IV	P3,000.00

¹ Guidelines on the Payment of Communication Expenses of Certain Government Personnel, dated August 2, 2024

Director III	P2,500.00
Head Executive Assistant (Director III/Office of the Secretary)	P2,500.00
Attorney V	P2,000.00
Division Chief	P2,000.00
Assistant Division Chief	P1,000.00
*Staff of the Office of the Secretary-Proper	P1,500.00
*Staff of the Office of the Undersecretary	P1,500.00
*Staff of the Office of the Assistant Secretary	P1,500.00
*Staff of the Office of the Director	P1,000.00
Regional Office (RO)	
Regional Director	P3,000.00
Assistant Regional Director	P2,500.00
Division Chief	P2,000.00
Assistant Division Chief	P1,000.00
Education Program Supervisor	P500.00
*Other Staff of the RO authorized by the Regional Director	P1,500.00
Schools Division Office (SDO)	
Schools Division Superintendent	P2,500.00
Assistant Schools Division Superintendent	P2,000.00
Division Chief	P2,000.00
Education Program Supervisor	P500.00
Public Schools District Supervisor	P500.00
School Heads/Principal	P1,000.00
Assistant School Principals managing Senior High Schools in Integrated Secondary Schools	P800.00
*Other Staff of the SDO authorized by the Schools Division Superintendent	P1,500.00

** Allowable communication expenses shall be allocated for the entire office and shall not be construed as individual entitlements.*

3.b. Any personnel occupying positions in this Department with Salary Grade 24 and higher, who are not explicitly mentioned in this DO but are eligible under the provisions of DBM Budget Circular 2024-2, Section 5.0, shall be entitled to communication expenses.

4. Eligible officials and employees to receive communication expenses shall register one mobile number to the Administrative Service/Section/Unit, which will be considered as their official number. Only one mobile number shall be allowed for the purpose of reimbursement, regardless of whether the ceiling has been fully consumed or not.

V. Procedures

B. Payment of Postpaid Line and Prepaid Load Provision

1. The payment or reimbursement of communication expenses shall be based on the number of days of actual work performance in a month, as follows:

Total Number of Days of Actual Work Performance in a Month**	Communication Expenses for the Month
1 to 5	25% of the monthly communication expense
6 to 11	50% of the monthly communication expense
12 to 16	75% of the monthly communication expense
17 and more	100% of the monthly communication expense

*** Please refer to Items 6.6 and 6.7 of the DBM Budget Circular 2024-2 for the list of instances that shall or shall not be construed as actual work performance.*

2. Authorized officials and employees on official foreign travel may request reimbursement for communication expenses exceeding the allowable rate, based on actual costs incurred from the date of departure from the Philippines until the date of return. Reimbursement shall be subject to the submission of required supporting documents and only apply to expenses incurred while performing official duties. Furthermore, the total reimbursable amount shall not exceed 100% of the prescribed communication expense rate, regardless of the travel's duration or frequency.

3. Officials/employees authorized for communication expenses who are also engaged in a project funded by the Philippine government shall not be entitled to reimbursement for communication expenses charged against the funds allocated for the project. Furthermore, for projects financed by foreign and/or development partners, officials and employees may opt to claim reimbursement either from the Department's available funds or the project's allocated funds. However, reimbursement from both funding sources shall not be permitted.

4. Personnel designated as Officer-in-Charge (OIC) or in an acting capacity for a position eligible for communication expenses shall observe the following guidelines:

Total Number of Days Designated as OIC or in an Acting Capacity	Eligibility
15 calendar days or less	Not entitled to incur the monthly communication expense for the position that he/she is designated to
16 calendar days or more	Entitled to the maximum monthly communication

	expense for the position that he/she is designated to (or whichever is higher), subject to actual work performance
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5. Personnel designated as OIC or in an acting capacity for positions in internally created organizational units that are not authorized by the DBM and are considered ad hoc arrangements shall not be entitled to communication expense reimbursement.

6. Documentary requirements:

- a. Pursuant to Commission on Audit Circular No. 2012-001² and DBM Budget Circular 2024-2, the following requirements must be complied with for processing of claims for postpaid lines and prepaid loads:
 - Statement of Account (SOA)/Bill;
 - Invoice/Official Receipt or machine-validated statement of account;
 - A Certification that indicates the actual number of days of work performance in a month and affirms that the communication expenses incurred were official in nature and necessary for the performance of duties and responsibilities; and
 - A duly signed daily time record, except however for officials not required for biometrics.
- b. For reimbursement of communication expenses incurred during official local and foreign travel, a Certificate of Travel Completed must be attached.
- c. For authorized officials/employees engaged in projects, a certification issued by the Department prior to the start of the project shall be submitted indicating that communication expenses incurred are charged under the agency's available funds or funds allotted for the project.
- d. As a mode of verification, additional documents may be required from the claimant by the Personnel or Accounting Division/Unit/Section to prove the authenticity of the claim.

7. Reimbursement Processing:

- a. Upon receipt of the SOA and/or completion of the necessary requirements, the claimant shall prepare the Obligation Request and Status (ORS) and the Disbursement Voucher and transmit them to the Finance Service/Division/Section.
- b. The Budget Division/Section/Unit shall process and record the ORS in the Registry of Allotment and Obligation; and
- c. The Accounting Division/Section/Unit shall process the payment and ensure that the reimbursement follows the allowable percentage of the monthly communication expense based on the total number of actual work performances in a month.

² Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions dated June 14, 2012

4. Furthermore, in compliance with the DBM Budget Circular 2024-2, Item 3.3, this DO is issued to emphasize that all communication expenses shall be incurred with utmost judiciousness and prudence to ensure the efficient use of government funds. All employees and officials **must avoid duplication of similar or related expenses**, ensuring that expenditures are necessary, reasonable, and aligned with the Department's objectives, and strictly adhere to existing budgeting, accounting, and auditing laws, rules, and regulations.

5. All other provisions of DO 002, s. 2023, 004, s. 2020, and 017, s. 2019 shall remain in effect.

6. All Orders and other related issuances, rules, regulations, and provisions that are inconsistent with this Order are repealed, rescinded, or modified accordingly.

7. This Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. A certified true copy of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

8. 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 number (02) 8633-9432.

9. Immediate dissemination of and strict compliance with this Order is directed.

BY AUTHORITY OF THE SECRETARY:



ATTY. FATIMA LIEP D. PANONTONGAN
Undersecretary and Chief of Staff

References:

DepEd Order (Nos. 002, s. 2023; 004, s. 2020; and 017, s. 2019)

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

AMENDMENT
BUREAUS AND OFFICES
COMMUNICATIONS
OFFICIALS
PAYMENT
POLICY
PROCEDURE



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

**LIST OF AUTHORIZED/ELIGIBLE RECIPIENTS
OF COMMUNICATION ALLOWANCE**

	LAST NAME, FIRST NAME, MIDDLE INITIAL	OFFICE	DESIGNATION
1	Rommel C. Bautista	OSDS	SDS
2	Joepi F. Falqueza	OASDS	ASDS
3	Venus T. Balmedina	OASDS	ASDS
4	Roselyn Q. Golfo	OASDS	ASDS
5	Juanito A. Merle	SGOD	SGOD CHIEF
6	Lorena S. Walangsumbat	CID	CID CHIEF
7	Walter F. Galarosa	CID	EPS
8	Maria Dylin S. Garcia	CID	EPS
9	Asuncion C. Ilao	CID	EPS
10	Joseph E. Jarasa	CID	EPS
11	Joan Alejaida R. Mauhay	CID	EPS
12	Carmela Ezcel A. Orogo	CID	EPS
13	Abner L. Pureza	CID	EPS
14	Fernando T. Seño	CID	EPS
15	Jay S. Alfaro	CID	EPS
16	Carmen H. Macatugob	CID	EPS
17	Jaime F. Zara Jr.	CID	EPS
18	Jee Ann O. Borines	CID	EPS
19	Antonio D. Revillame	Burdeos District	PSDS

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20	Maribel M. Santelices	Gen Nakar I	PSDS
21	Jaybert R. Saron	Gen Nakar II	PSDS
22	Luzviminda T. Buerano	Infanta	PSDS
23	Michelle Solis	Jomalig	PSDS
24	Maria Carla M. Caraan	Lucban	PSDS
25	Aurea J. Gandia	Mauban North	PSDS
26	Elenar B. Opeña	Mauban South	PSDS
26	Catalino L. Porta	Pagbilao I	PSDS
27	Desideria P. Zafranco	Pagbilao II	PSDS
28	Marry Ann T. Espiritu	Panukulan	PSDS
29	Avelino R. Bucad Jr.	Patnanungan	PSDS
30	Leonora T. Mopera	Pollilo	PSDS
31	Ireen O. Aveno	Real	PSDS
32	Liliosa B. Diasanta	Sampaloc	PSDS
33	Maria Fatima U. Calayag	Candelaria East	PSDS
34	Raquel P. Marcuap	Candelaria West	PSDS
35	Gilbert C. Alva	Dolores	PSDS
36	Francisco D. Oblea	San Antonio	PSDS
37	Carlito B. Gunay	Sariaya East	PSDS
38	Ma. Lourdes C. Cabanag	Sariaya West	PSDS
39	Restituto M. Hernandez	Tiaong I	PSDS
40	Mario Pablo V. Umali Jr	Tiaong II	PSDS

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42	Sharon A. Villaverde	Buenavista I	PSDS
43	Isidro P. De los Reyes	Buenavista II	PSDS
44	Chona D. Andrade	Catanauan I	PSDS
45	Angelito L. Olvida	Catanauan II	PSDS
46	Anabelle F. Empleo	Gen. Luna	PSDS
47	Nolan L. Santoalla	Macalelon	PSDS
48	Rebie A. Marciano	Mulanay I	PSDS
49	Darwin L. Villaflor	Mulanay II	PSDS
50	Reyvi C. Faraon	Padre Burgos	PSDS
51	Marilyn N. Permejo	Pitogo	PSDS
52	Mercedita G. Lorredo	San Andres	PSDS
53	Eutiquio A. Empleo	San Francisco I	PSDS
54	Ruth B. Son	San Francisco II	PSDS
55	Ferdinand T. Glor	San Narciso I	PSDS
56	Nimpha L. Reyes	San Narciso II	PSDS
57	Edna L. Cabrera	Unisan	PSDS
58	Melanie D. Bonquin	Alabat	PSDS
59	Susana P. Nera	Atimonan I	PSDS
60	Caridad C. Grimaldo	Atimonan II	PSDS
61	Helen R. Esternon	Calauag East	PSDS
62	Carmelo Eusebio P. Altamira	Calauag West	PSDS

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65	Marlon M. Rañeses	Gumaca East	PSDS
66	Lourdes M. Tan	Gumaca West	PSDS
67	Rejulios M. Villenes	Guamca West	PSDS
68		Lopez West	PSDS
69	Rexter J. Anda	Perez	PSDS
70	Carla Marie D. Carandang	Plaridel	PSDS
71	Waldymar E. Pasacsac		PSDS
72	Isagani H. Matibag	Tagkawayan I	PSDS
73	Alicia V. Gonzales	Tagkawayan II	PSDS
74	Maria Dolores D. Atienza	Admin Section	Admin. Officer V
75	Catherine A. Pureza	Budget Section	Budget Officer
76	Wennie O. Gaela	Personnel Section	Admin. Officer IV
77	Atty. Rexcia Maria B. Baldeo	Legal Section	Atty. III
78	Edmundo R. Marin Jr.	Accounting Section	Accountant III
79	Shiela E. Javen	Cash Section	Cashier
80	Wilbert B. Porteza	ICT Section	ITO
81	Hilariona E. Coronado	Procurement	Procurement Officer
82	Marie Antoinette A. Tesalona	Health Section	Medical Officer III
83		EFS Section	

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85	George C. Aguila	Supply Section	Supply Officer III


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Noted by:


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Approved by:



ROMMEL C. BAUTISTA, CESO V
Schools Division superintendent

Labm06/20/2025

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