



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

DEPED - QUEZON ICT UNIT
UPLOADED
Date/Time SEP 06 2021
By: CRISTINA G. 04 PM
Ref. no. DM 639, s. 2021

6 September 2021

DIVISION MEMORANDUM

DM No. 639, s. 2021

AMENDMENT TO DEPED ORDER NO. 038, S. 2020 GUIDELINES AUTHORIZING PAYMENT OF COMMUNICATION EXPENSES OF THE DEPARTMENT OF EDUCATION PERSONNEL RELATIVE TO THE IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENT FOR THE YEAR 2020

To: OIC-Assistant Schools Division Superintendents,
CID and SGOD Chiefs,
Education Program Supervisors and Specialists,
Unit/Section Heads,
Public Schools District Supervisors,
Elementary and Secondary School Heads/TICs/OICs,
All Others Concerned

1. Attached herewith is the DepEd Order No. 035 s. 2021, Amendment to DepEd Order No. 038, s. 2020 (Guidelines Authorizing Payment of Communication Expenses of the Department of Education Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020), for your guidance and reference.
2. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

TMosds09/06/2021

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Republic of the Philippines
Department of Education

02 SEP 2021

DepEd ORDER
No. 035, s. 2021

AMENDMENT TO DEPED ORDER NO. 038, s. 2020
(Guidelines Authorizing Payment of Communication Expenses of the Department of Education Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020)

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



1. Pursuant to the Department of Budget and Management Circular Letter No. 2021-7 issued on July 1, 2021¹, this is to amend the following provisions of DepEd Order (DO) No. 038, s. 2020 titled **Guidelines Authorizing Payment of Communication Expenses of the Department of Education Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020**.

2. The following provisions are amended to read as follows:

- a. Section II (Scope) - These guidelines shall cover payment through reimbursement of communication expenses (mobile and internet) for those regular, casual and/or contractual employees under a WFH arrangement at the DepEd Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs); and
- b. Section X (Effectivity) - This Order shall take effect retroactively from January 1, 2021 until August 31, 2021.

3. Payment shall also be **subject to availability of funds²**, and **in compliance with the criteria and processing requirements** as indicated in the Department of Budget and Management Circular No. 2021-7 (see Sections 5.0 and 6.0).

¹ Guidelines on the Reimbursement of Internet and Mobile Data Subscription Expenses of Government Employees in view of the Adoption of Alternative Work Arrangements due to the COVID-19 Pandemic

² DBM CL 2021-7, Section 7.1: "... shall be charged against the respective available MOOE allotment of the agency, provided that all authorized mandatory expenditures shall have been paid first, subject to existing budgeting, accounting, and auditing laws, rules and regulations."

³ OUA Memorandum 00-721-0015 on the "Guidelines on the Delivery, Distribution, and Registration of Sim Cards for the Provision of Connectivity Load"

4. Starting **July 1, 2021**, the distribution of DepEd Connectivity Load³ will take effect. Thus, reimbursement of communication expense **shall only cover employees not eligible to receive the Connectivity Load⁴ and those who are already eligible to reimburse communication expense** provided in DO No. 017, s. 2019 titled *Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines, and Prepaid Loans*, and DO No. 004, s. 2020 titled *Amendment to DepEd Order No. 017, s. 2019*, which remain to be in effect.

5. Once Connectivity Load is already issued to the participants, all communication expenses indicated in Activity Request (AR) or Authority to Conduct (ATC) to be paid to participants in DepEd related activities from July 1 to December 31, 2021 amounting to **P50 per day per pax shall not be allowed**.

6. All DepEd orders, memoranda, and other related issuances, rules, regulations, and provisions, which are inconsistent with this Order are repealed, rescinded, or modified accordingly.

7. This Order shall take effect upon its approval. Certified true copies of this DepEd Order shall be filed with the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman, Quezon City.

8. For more information and queries, please contact the concerned offices below.

- On concerns regarding reimbursement of said expense:
Office of the Undersecretary for Finance
Email Address: usec.financebpm@deped.gov.ph
Telephone Numbers: (02) 8633-9342, (02) 8638-3703
(02) 8637-4211, (02) 8470-6628
- On concerns regarding the release of connectivity load:
Office of the Undersecretary for Administration
Email Address: oua@deped.gov.ph
Telephone Numbers: (02) 8637-6207 and (02) 8633-7203

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



DEPED-OSEC-447988


LEONOR MAGTOLIS BRIONES
Secretary

References: DepEd Order: (Nos. 038 and 004, s. 2020; 017, s. 2019)
To be indicated in the Perpetual Index under the following subjects:

AMENDMENT
BUREAUS AND OFFICES
COMMUNICATIONS
EMPLOYEES

EXPENSES
OFFICIALS
PAYMENT
POLICY