



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent

September 26, 2023

DIVISION MEMORANDUM
OSDS-2023- 817

ALLOWABLE COMMUNICATION EXPENSES

To: All Concerned SDO Personnel

This is to inform all concerned personnel of the allocation for communication allowance per month. The process of the payment shall be made through reimbursement, and the personnel shall secure the official receipt (OR) based on the allocation and comply with the authority to reimburse provide by the Supply Section of this Division.

Enclosed is the list of authorized recipients of the communication allowance.

For information and guidance.

CRISTY C. EPE
Schools Division Superintendent

Encl.: As stated

Reference:

FN: OSDS_SUPPLY_ authorize signatory supply office's transactions

Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro

Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)

Email Address: davaodeoro@deped.gov.ph

Website: www.depeddavaodeoro.ph



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Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
SANGAY NG DAVAO DE ORO
Nabunturan

COMMUNICATION ALLOWANCE

as per DepEd Order No. 002s, 2023 (Amendments to DepEd Order No. 017, s, 2019) (Guidelines on the Provision and Use of the Official Mobile Phones, Postpaid Lines and Prepaid Loads as Amended)

No.	Name	DESIGNATION	AMOUNT
1	CRISTY C. EPE	SDS	4000
2	ARLYN B. LIM	OIC-ASDS	3500
3	RUBEN R. REPONTE, Ed.D	SGOD CHIEF	3000
3	RENATO A. PACPAKIN, Ed.D	OIC-CID CHIEF	3000
4	EMMANUEL B. CLARION	EPS	800
5	GRACE D. PONTILLAS, Ed.D.	EPS	800
6	NOEMI B. CANALES	EPS	800
7	ARNEL G. CASTILLO	EPS	800
8	HILDA A. OPEÑA, Ed.D	EPS	800
9	DEXTER A. CEQUIÑA, Ed.D	EPS	800
11	NOHARA O. PINUTE	EPS	800
12	ANDY A. CABODOC, Ed.D	EPS	800
13	MARY ANN LAGUITAO	EPS	800
14	WILFREDO S. TAKASAN	EPS	800
15	ATTY. BILLY ANJO A. LABRADORES	LEGAL OFFICER	300
16	NORBERTO S. MANLANGIT, MPA	ADMIN OFFICER	1000
17	NISAN LEJAN M. CAL	BUDGET OFFICER	300
18	LEWI MAT DEXTER BELLO	ACCOUNTANT	300
19	SHEILA CAMBUNGGA	PLANNING OFFICER	300
20	BOB DYLAN S. MILABAT	IT OFFICER	300
21	LUZ E. COMONAL	HRMO	300
22	RANDY C. CANEDA	CASHIER	300
23	MARION A. ESPENOZA	SUPPLY OFFICER	300
24	EARLE B. TUMAMPOS	RECORDS OFFICER	300
25	ANALYN A. LORETO	SEPS	300
26	ROSALIE G. MAGHINAY	SEPS	300
27	DENNIS A. ALCANO	SEPS	300
28	GRINGO JOHN F. PELAEZ	MEDICAL OFFICER	300
29	JOEL JUMALON	DRRMO	300
30	MARNELYJANE BERNAL	SEPS	300
31	MARIE CRIS DALUMPINES	ENGINEER	300
32	JOSEPH CORPUS	EPS II	300
33	NIKKA KARLA R. ALFARO	DENTIST	300
34	MELAGROS REVILLEZA	SDS STAFF	300
35	JICKLEAR MONTEROSO	SDS DRIVER	300
36	BALWIN BINGIL	ASDS DRIVER	300
37	RODOLFO A. PAMEN	DEPED VAN DRIVER	300
38	EMMANUEL LUNA JR.	DEPED PICK UP DRIVER	300
39	RAUL BAWISAN	ADVENTURE DRIVER	300

Prepared by:

MARION A. ESPENOZA
Administrative Officer IV

NOTED:

CRISTY C. EPE
Schools Division Superintendent



Republic of the Philippines
Department of Education

DepEd ORDER
No. **002**, s. 2023

JAN 17 2023

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)

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

1. The various impact of the COVID-19 Pandemic has largely changed the way education service delivery is carried out. There is a need to closely coordinate programs, projects, and activities in all levels of governance. Hence, the increased utilization of messaging applications and virtual meeting platforms as an alternative for in-person meetings require more mobile data inclusion to allow quick dissemination and generation of data and information to facilitate timely informed policy decision.

2. Thus, the following provisions of DepEd Order (DO) Nos. 017, s. 2019 and 004, s. 2020 are amended, to wit:

a. **Section IV, Item 3** of DO 017, s. 2019 and **Sections 3 and 4** of DO 004, s. 2020

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

Designation	New Monthly Ceiling
Central Office	
Secretary	Actual expenses incurred
Undersecretary	P 8,000.00
Assistant Secretary	7,000.00
Director IV	6,000.00
Director III	5,000.00
Head Executive Assistant	5,000.00
Division Chief	3,500.00
Assistant Division Chief	2,000.00
Staff of the Office of the Secretary - Proper	10,000.00
Staff of the Office of the Undersecretary	5,000.00
Staff of the Office of the Assistant Secretary	4,000.00
Staff of the Office of the Director	2,000.00
Regional Office	
Regional Director	P 6,000.00
Assistant Regional Director	5,000.00

Designation	New Monthly Ceiling
Division Chief	3,500.00
Assistant Division Chief	2,000.00
Other staff authorized by the Regional Director	9,000.00
Schools Division Office	
Schools Division Superintendent	P 4,000.00
Assistant Schools Division Superintendent	3,500.00
Division Chief	3,000.00
Education Program Supervisor	800.00
Public Schools District Supervisor	800.00
School Heads/Principal	1,500.00
Assistant Schools Principal managing SHS in Integrated SS	1,000.00
Other staff authorized by the Schools Division Superintendent	9,000.00

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3. Further, this Order reiterates that for payment of postpaid line and prepaid loads, **only the following documents are needed** as provided for under Section V (B.1.e.) of DO 017, s. 2019: **the SOA/Bill/Invoice/Official Receipt or machine validated SOA, and Certification by Agency Head or the authorized representative or the eligible recipient stating that calls made are all official in nature. Provided, however, that additional documents may be required from the claimant should the abovementioned documents are not complied with.**
4. All other provisions of DO 017, s. 2019 and DO 004, s. 2020 shall remain in effect.
5. This Order shall take effect immediately upon its approval, issuance, and publication online at www.deped.gov.ph. and its filing with the University of the Philippines Law Center-Office of the National Administrative Register (UP LC-ONAR).
6. For more information, please contact the **Office of the Undersecretary for Finance** through email at usec.financebpm@deped.gov.ph or at telephone number (02) 8633-9432.
7. Immediate dissemination of and strict compliance with this Order is directed.



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DEPED-OSEC-476266

Sara Zimmerman Duterte
SARA Z. DUTERTE
 Vice President and Secretary
TWR 11/3 Apr

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

AMENDMENT	PAYMENT
BUREAUS AND OFFICES	POLICY
COMMUNICATIONS	PROCEDURE
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