



Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



**DIVISION ADVISORY No. 02 s.2023**

February 15, 2023

In compliance with DepEd Order (DO) No. 8, s. 2013 this Office issued this advisory not for endorsement per DO 28, s. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public

**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)

The Office of the Secretary of the Department of Education issued a DepEd Order No. 002, s. 2023 dated January 17, 2023, on the Amendment to DepEd Order No.017, s.2019 re: Guidelines on the Provision and Use of Official Mobile Phones Postpaid Lines and Prepaid Loads.

To improve efficiency and closely coordinate education service delivery of the programs, projects, and activities in all school levels, as well as other offices and agencies, a communication allowance is hereby granted to key personnel of this division with the following rates, to wit:

<b>Designation</b>	<b>New Monthly Ceiling</b>
Schools Division Superintendent	4,000.00
Assistant Schools Division Superintendent	3,500.00
Division Chief	3,000.00
Education Program Supervisor	800.00
Public District Supervisor	800.00
School Heads/ Principal	1,500.00
Assistant Schools Principal managing SHS in Integrated Schools	1,000.00
Other staff authorized by the Schools Division Superintendent	9,000.00

Any utilized amount that exceeds the appointed allowance shall be paid personality by the concerned personnel.

Moreover, 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**



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 Telephone: (088) 530 - 5988



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**documents may be required from that claimant should the abovementioned documents are not complied with.**

All other provisions of Do 007, s.2019 and DO 004, s. 2020 shall remain in effect.

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

NRL/drd  
02-15-23  
Encls: As Stated  
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
OFFICIALS	



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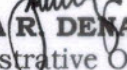
Republic of the Philippines  
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ANNEX A

**DISTRIBUTION OF OTHER STAFF AUTHORIZED BY THE SCHOOLS DIVISION  
SUPERINTENDENT PHP 9,000.00 COMMUNICATION ALLOWANCE  
FOR FY 2023**

No.	Name of Personnel	Position	Amount
1	Alden M. Antonio	Information Technology Officer I	500.00
2	Anna Daphne C. Mugar	Accountant III	1,000.00
3	Candano, Bride Joy M.	Education Program Specialist II	300.00
4	Carelyn L. Villegas	Administrative Officer IV/Records	500.00
5	Cresilda Carreon	Administrative Aide VI (ASDS Sec.)	300.00
6	Delma R. Denapo	Administrative Officer V	600.00
7	Dorothy P. Neri	Planning Officer III	500.00
8	Eleanor A. Bellingan	Administrative Officer IV/ Personnel	800.00
9	Krizza Lorraine D. Quicoy	Administrative Officer IV/ Cash	500.00
10	Liegh S. Enayo	Education Program Specialist II	300.00
11	Marites c. Suminguit	Administrative Officer V (Budget)	1,000.00
12	Redeemer D. Denapo	Senior Education Program Specialist	500.00
13	Rene Boy G. Roxas	Senior Education Program Specialist	500.00
14	Richard L. Torillo	Administrative Aide IV (Driver)	300.00
15	Ronie S. Senarillos	Administrative Officer IV/ Supply	500.00
16	Cheryl S. Cartalla	Administrative Assistant III (SDS Sec.)	300.00
17	Mohamad T. Batingolo	Project Development Officer IV (DRRM)	300.00
18	Arniel B. Mehoy	Project Development Officer II	300.00
<b>TOTAL</b>			<b>9,000.00</b>


Prepared by:

  
**DELMA R. DENAPO**  
Administrative Officer V

Recommending Approval:

  
**MARITES C. SUMIGUIT**  
Administrative Officer V (Budget)

Approved:

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent



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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
<b>Central Office</b>	
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
<b>Regional Office</b>	
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
<b>Schools Division Office</b>	
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](http://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](mailto:usec.financebpm@deped.gov.ph) or at telephone number (02) 8633-9432.
7. Immediate dissemination of and strict compliance with this Order is directed.



To authenticate this document, please scan the QR code.



DEPED-OSEC-476266

*Sara Zimmerman Duterte*  
**SARA Z. DUTERTE**  
 Vice President and Secretary  
*TNR*  
*1/3*  
*Agui*

References: DepEd Order: (Nos. 004, s. 2020 and 017, s. 2019)  
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