



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

January 23, 2022

DIVISION MEMORANDUM

No. 037, s. 2023

AMENDMENT TO DEPED ORDER NO. 017, S. 2019

(Guidelines on the Provision and Use of Official Mobile Phones, Post Paid Lines and Prepaid Loads as Amended)

- To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
1. Attached is **DepEd Order No. 002, s. 2023** titled “**Amendment to DepEd Order No. 017, s. 2019** (Guidelines on the Provision and Use of Official Mobile Phones, Post Paid Lines and Prepaid Loads as Amended)”.
 2. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

AMENDMENT COMMUNICATIONS PAYMENT POLICY PROCEDURE OFFICIALS



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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
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.



SARA Z. DUTERTE
 Vice President and Secretary

References: DepEd Order: (Nos. 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