



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No. 302 s. 2025

08 JUL 2025

LATEST GUIDELINES ON THE PAYMENT OF COMMUNICATION EXPENSES
TO AUTHORIZED/ELIGIBLE PERSONNEL IN THE DIVISION OFFICE AND
SCHOOLS

To: OIC, Assistant Schools Division Superintendent
OIC, Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads/Principals
All Others Concerned

1. Relative to the issued DepEd Order No. 14, s. 2025 entitled “**AMENDMENT TO DEPED ORDER NO. 17, 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**, the following are the authorized/eligible recipients with the new rate for maximum monthly provision for the postpaid line or prepaid load:

Designation	New Monthly Ceiling
Division Personnel	
Schools Division Superintendent	2,500.00
Assistant Schools Division Superintendent	2,000.00
SGOD Chief	2,000.00
CID Chief	2,000.00
Education Program Supervisors	500.00
Public Schools District Supervisors	500.00
Other Division Personnel authorized by SDS	1,500.00*
School Personnel	
School Head/School Principal	1,000.00
Assistant School Principal in SHS of Integrated Schools	800.00

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

2. All eligible recipients shall register one mobile number as their official number to the Administrative Unit to be reflected in the Directory of the Division.

3. The manner of provision for payment of the postpaid line or prepaid load for communication expenses of authorized recipients shall be on **reimbursement basis** and shall be supported by the following documentary requirements:

- Statement of Account or billing for postpaid mobile account
- Invoice and/or Official Receipt or Electronic Invoice/Receipt



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- Certification (**see Annex A**) that the communication expenses incurred were official in nature and necessary to the performance of official duties and responsibilities
- Daily Time Record (except for officials not required for biometrics), manual or biometrics-generated duly signed by School Head for School Personnel and Administrative Officer V – Admin. Services for Division Personnel.

4. The payment of reimbursement shall be based on the number of days of **actual work performance** on workdays in a month as follows:

Actual Work Performance in a Month	Monthly Communication Expenses
1 to 5 days	25% of maximum monthly communication expense
6 to 11 days	50% of maximum monthly communication expense
12 to 16 days	75% of maximum monthly communication expense
17 days or more	100% of maximum monthly communication expense

5. For the purposes of reimbursement of communication expenses, the following leaves, notwithstanding that such are paid and are authorized time-off from work, **shall not be construed as actual work performance**, regardless of the allowed number of days:

- Vacation Leave with pay;
- Sick Leave with pay;
- Paternity Leave;
- Special Leave privileges;
- The additional seven days allocated to female employee to the child’s father from her maternity leave in accordance with CSC MC No. 5, s. 2021;
- Parental Leave to Solo Parents;
- Leave for Victims of Violence Against Women and their Children;
- Special Leave Benefits for Women under RA No. 9710;
- Maternity Leave (for married or solo parent female employee);
- Rehabilitation Leave;
- Study Leave; and
- Adoption Leave.

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



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

7. All reimbursement of communication expenses shall be done with utmost judiciousness and prudence to ensure efficient use of government funds. Authorized recipients must avoid duplication of similar or related expenses, ensuring that expenditures are necessary, reasonable and strictly adhere to existing budgeting, accounting and auditing laws, rules and regulations.
8. Moreover, the issued DepEd Order No. 014, s. 2025 dated May 8, 2025, was made to be effective immediately upon its approval, issuance and publication. Therefore, **reimbursement of communication expenses relative to it shall commence on the month of May 2025** and/or thereafter subject to the availability of funds.
9. Widest and immediate dissemination of and strict compliance with this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: Annex A
Reference: DepEd Order (Nos. 002, s. 2023; 004, s. 2020; 017, s. 2019) and DBM BC No. 2024-2
To be indicated in the Perpetual Index
under the following subject:

AMENDMENT PAYMENT COMMUNICATION POLICY PROCEDURE RULES



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Annex A – Sample Self-Certification

CERTIFICATION

This is to certify that communication expenses incurred in the total amount of Php _____ for the period covering _____ were all official in nature and necessary to the performance of official functions.

This certification is issued to support the reimbursement of said expenses.

(NAME OF AUTHORIZED OFFICIAL/EMPLOYEE)

Position/Designation

Noted by:

(NAME OF IMMEDIATE SUPERVISOR)

Position/Designation