



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

January 27, 2023

**OFFICE MEMORANDUM**

No. **057**, s. 2023

To: **Regional Chiefs of Divisions/Sections/Unit Heads  
All Others Concerned**

**AUTHORIZED/ELIGIBLE RECIPIENTS OF THE POSTPAID  
LINES AND PREPAID LOADS**

1. With the issuance of DepEd Order No. 002, s. 2023 re 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), this Office issues the attached List of Authorized/Eligible Recipients of the Postpaid Lines and Prepaid Loads with the corresponding monthly ceiling.
2. For information and guidance.

*Am*  
*mm*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *gr*

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Republic of the Philippines  
**Department of Education**

RECEIVED  
 JAN 20 2023  
 1036  
 DATE: 9/11/23

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

OFFICE OF THE DIRECTOR IV  
 20 JAN 2023  
 20 JAN 2023  
 Signature: [Signature]  
 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

1/20/23 8:01 am

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

7/20/23

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.



*Sara Zimmerman Duterte*  
**SARA Z. DUTERTE**  
 Vice President and Secretary

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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



**Republic of the Philippines  
Department of Education**

ANNEX A to DepEd Order No. 017, s. 2019

**AUTHORIZED/ELIGIBLE RECIPIENTS OF THE POSTPAID  
LINES AND PREPAID LOADS**

Below is the list of Personnel/ Staff of **DepEd Regional Office VIII** who will avail of mobile phone subscriptions/ lines and prepaid loads, chargeable against the allowable provision for such purpose. This provision will facilitate the accomplishment of functions and responsibilities of the **DepEd Regional Office VIII** office

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION PHP
<b>Mobile Phone Subscriptions / Lines / Prepaid Loads</b>			
Fetalvero, Evelyn R.	RD	Communication expense used to transact for business purposes necessary in the performance of the office.	6,000.00
Sentillas, Bebiano I.	ARD	Communication expense used to transact for business purposes necessary in the performance of the office.	5,000.00
Dimakiling, Rita R.	CES	Communication expense used to transact for business purposes necessary in the performance of the office.	3,500.00
Guino, Rosemarie M.	OIC-CES	Communication expense used to transact for business purposes necessary in the performance of the office.	3,500.00
Lagumbay, Alejandra B.	CES	Communication expense used to transact for business purposes necessary in the performance of the office.	3,500.00
Sarmiento, Mercedes D.	CAO	Communication expense used to transact for business purposes necessary in the performance of the office.	3,500.00
Suyom, Alma E.	CAO	Communication expense used to transact for business purposes necessary in the performance of the office.	3,500.00
Verunque, Cesar P.	CES	Communication expense used to transact for business purposes necessary in the performance of the office.	3,500.00
Villamor, Harvie D.	CES	Communication expense used to transact for business purposes necessary in the performance of the office.	3,500.00
Yman, Alejandrino L.	CES	Communication expense used to transact for business purposes necessary in the performance of the office.	3,500.00

Bagon, Ryan Jay	Engineer III	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Caboboy, Elizabeth E.	SAO	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00
Calipayan, Gary Jay	Budget Officer	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Calumpiano, Eleanor	Attorney IV	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Calzita, Jasmin F.	AOV	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Cinco, Ariem V.	AO V	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Dadap, Eden A.	PDO IV	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Fabillo, Gladys J.	SAO	Communication expense used to transact for business purposes necessary in the performance of the office.	2,000.00
Gallano, Mark Lito B.	PO III	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Ganto, Analuna M.	RD Staff	Communication expense used to transact for business purposes necessary in the performance of the office.	1,000.00
Gerona, Fe	Accountant III	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Lagado, Jim Albert A.	ITO I	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Medina, Kevin Joy P.	RD Staff	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Paglinawan, Ma. Laura F.	AO V	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Resco, Russel	AO V	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Reyes, Apple T.	AO IV	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Rosales, Eva D.	AO V	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00

Villamor, Franco	AO IV	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
Yu, Queennielyn C.	RD Staff	Communication expense used to transact for business purposes necessary in the performance of the office.	500.00
<b>TOTAL</b>			<b>52,000.00</b>

\*list down functions, as stated in the TOR, which requires frequent use of mobile phones and prepaid loads, specify official business use of the mobile phone subscription/lines and prepaid loads in order for the personnel to perform cited function (e.g., to coordinate with stakeholders, to gather data from regional offices)

The total amount of **Fifty Two Thousand Pesos (P52,000.00)** is chargeable against and within the approved monthly ceiling for the personnel/staff of **DepEd Regional Office VIII**, as provided in the Guidelines on the Use of Mobile Phone Subscriptions/ Lines and Prepaid Loads under DepEd Order No. **002, s. 2023** dated **January 17, 2023**.

Approved by:

  
EVELYN R. FETALVERO, CESO IV  
Head of Office\*

\*Head of Office is the Secretary, Undersecretary, Assistant Secretary, Bureau/ Service and Regional Director, and School Division Superintendent.