



**Republic of the Philippines**  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

February 12, 2023

**DIVISION MEMORANDUM**

No. 106 s. 2024

**GUIDELINES ON THE PROVISION AND USE OF OFFICIAL MOBILE PHONES, POSTPAID LINES  
AND PREPAID LOADS**

**TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
SGOD AND CID CHIEF  
SECTION/UNIT HEAD  
SECONDARY SCHOOL PRINCIPALS-IU'S  
ALL OTHERS CONCERNED**

1. Consistent on the Policies stated in DepEd Order No. 17, S.2019 on the **GUIDELINES ON THE PROVISION AND USE OF OFFICIAL MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS as amended through DepEd Order No. 002 s. 2023 dated January 17, 2023**, this Division hereby updating the list of authorized eligible recipients and their adjusted maximum monthly provision for the postpaid line and prepaid load are as follows:

Office and Positions			Monthly Ceiling (Php)
School Division Superintendent			4000.00
Assistant School Division Superintendent			3500.00
Chief- School Governance Operations Division			3000.00
Chief-Curriculum Implementation Division			3000.00
Education Program Supervisor			800.00
Public Schools District Supervisor			800.00
School Heads/Principal			1500.00
<b>Other SDO Personnel Authorized by the SDS</b>			
1	<b>Francisco A. Anchojas-Administrative Officer V (GASLI)</b>	500.00	<b>9,000.00</b>
2	<b>Naisy M. Brosas- OIC-Human Resource Mgt. Officer</b>	500.00	
3	<b>Jenneth S. Lagunzad-Supply Officer III</b>	500.00	
4	<b>Carmela E. Torres-Information Technology Officer</b>	500.00	
5	<b>Atty. Ma. Socorro T. Pancipanci- Legal Officer</b>	500.00	
6	<b>Ma. Nessa L. Homeres-Accountant III</b>	500.00	
7	<b>Rodel R. Naval-Budget Officer III</b>	500.00	
8	<b>Rafael Lanza-Division Engineer</b>	500.00	
9	<b>Jade B. Calleja-Research &amp; Planning</b>	500.00	
10	<b>Jennith II S. Gabisay-SocMob</b>	500.00	
11	<b>Crisvill M. Villamor-Disaster Risk Reduction Mgt.</b>	500.00	
12	<b>Merriam M. Guadralpa-Human Resource Development</b>	500.00	
13	<b>Roger D. Dagale-Monitoring &amp; Evaluation (M&amp;E)</b>	500.00	
14	<b>Evangeline J. Badrina and June Dominique Tan- Youth Formation Division (YFD)</b>	500.00	
15	<b>Donald Jake Superable-Records Officer</b>	500.00	
16	<b>Nancy O. Aninao-Cashier III</b>	500.00	
17	<b>Angelo V. Alcaraz-Planning Officer III</b>	500.00	
18	<b>Dr. Phoebe Quiban-Medical Officer</b>	500.00	

2. Considering that the provision for postpaid/prepaid load shall not be treated as allowance but as an expense, the following payment procedure process must be observed.

**2.1 For Postpaid Line Under DepEd Account**

- a. Upon the receipt of the Statement of Account (SOA) for postpaid line under the official DepEd account, the Records Division/Section/Unit shall transmit the same to the Personnel Division/Section/Unit.
- b. The Personnel Division/Section/Unit shall review the SOA, prepare the Obligation Request Status (ORS) and the Disbursement Voucher (DV), and forward the said documents to the Budget Division/Section/Unit.
- c. The Budget Division/Section/Unit shall process and record the ORS in the Registry of Allotment and Obligation.
- d. The Accounting Division/Section/Unit shall process the payment and ensure that the bills are paid on or before the due date.
- e. Pursuant to COA Circular No. 2012-001, claims for postpaid line and prepaid load must be supported by a SOA/Bill/Invoice/Official Receipt or machine validated SOA and Certification by Agency Head or his authorized representative or the eligible recipient stating that calls made are all official in nature.

**2.2. For Postpaid Line under Personal Account and for Prepaid Load**

- a. The reimbursement procedures shall be followed. That is, payment of monthly provision for postpaid line shall be made only upon presentation of Official Receipt and Statement of Account from the service provider.
  - b. For prepaid load, payment shall be made on the basis of an Official Receipt from the seller and a Certification by Agency Head or his authorized representative or the eligible recipient stating that calls made are all official in nature.
3. In line with this, the Office of the Budget and Accounting Unit of this Division shall facilitate the payment of reimbursement on the Provision for Postpaid under Personal Account and for Prepaid Load on a single batch monthly process only.
4. Immediate dissemination of and strict compliance with this memorandum are desired.

  
**SHERLITA A. PALMA EdD, CESO VI**  
Schools Division Superintendent

Enclosures: As stated  
References: As stated

To be indicated in the Perpetual Index under the following subjects:

AMENDMENT    COMMUNICATIONS    PAYMENT    POLICY    PROCEDURE



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