



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 1108, s. 2019

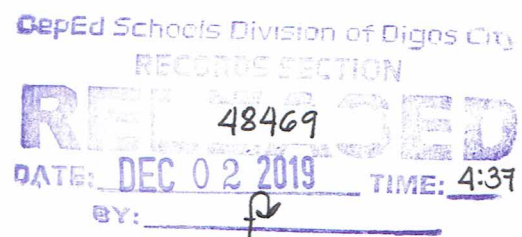
December 2, 2019

**GRANTING OF ALLOWABLE PROVISIONS FOR POSTPAID LINES
AND PREPAID LOAD TO HEADS OF SECTIONS AND OTHER
SCHOOLS DIVISION OFFICE PERSONNEL**

**TO: OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
DIVISION CHIEFS
HEADS OF SECTIONS
OTHER SCHOOLS DIVISION OFFICE PERSONNEL**

1. Pursuant to the Department of Education Order No. 017, s. 2019, known as ***“Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads Provision and Use of Mobile Postpaid Lines and Prepaid Loads for the Department of Education”***, granting of communication allowance/s shall be provided to SDO personnel observing the Department Order.
2. Section 4, Number 1 of the said DepEd Order provides that ***“this provision shall not be treated as allowance, but as an expense subject to reimbursement or liquidation procedure requiring submission of the corresponding billing statement and/or official receipts.”*** Further, Number 7 also provides that ***“charges from postpaid plan in excess of the monthly ceiling of authorized provision shall be paid for the personnel concerned.”***
3. In view thereof, the attached List of Personnel are the eligible recipient of the communication allowance as authorized by the Schools Division Superintendent. Further, the communication allowance of the DRRM Coordinator and Planning and Research Section personnel shall be chargeable to their respective programs.
4. This memorandum shall take effect for the month of December 2019 and onwards.
5. For immediate dissemination and strict compliance.


CRISTY C. EPE, CESE 8
Schools Division Superintendent



No. of Recipients	Position Title/Designation	Allowable amount of Load per Month/Recipient
1	Head of Admin Section	1,000.00
1	Head of Accounting Section	400.00
1	Head of Budget Section	400.00
1	Head of Cash Section	500.00
1	Head of IT Section	400.00
1	Head of Legal Section	400.00
1	Head of Personnel Section	500.00
1	Head of Records Section	500.00
1	Head of Supply Section	500.00
1	Head of Health & Nutrition	300.00
1	Human Resource Development - SEPS	400.00
1	Head of M & E Section	400.00
1	Head of Physical Facilities Section	400.00
1	Head of Social Mobilization Section	400.00
1	Youth Formation Section	300.00
1	BAC Secretariat Members	300.00
2	SDS Secretaries	400.00
1	ASDS Secretary	200.00
1	CID Secretary	300.00
		8,000.00

Prepared by:



FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Approved by:



CRISTY C. EPE, CESE.
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

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DATE: DEC 04 2019 TIME: 8:41 AM

BY: 