



196.861

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDSNo. 020 s. 2023

January 23, 2023

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisor
Public Schools Division Supervisor
School Heads/Principals
Assistant Schools Principal managing SHS Integrated SS
Other staff authorized by the Schools Division Superintendent

Subject: AMENDMENT TO DEPED ORDER NO.017 S. 20.19

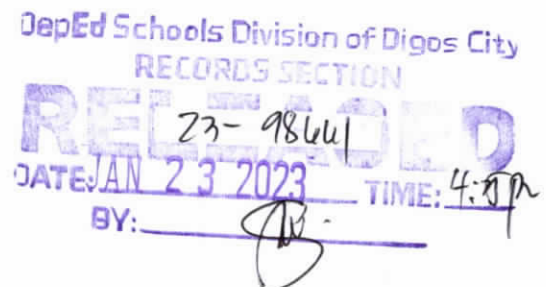
1. In reference to DepEd Order No. 002 s. 2023, the various impact of the COVID-19 Pandemic has largely change the way education service delivery is carried out. There is a need to closely coordinate programs, projects, and activities in all levels of governance, hence, the increased utilization of messaging application 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. The following provisions of DepEd Order (DO) No.017, s. 2019 and 004, s. 2020 are amended to wit:
 - a. Section IV, Item 3 of DO 017, s. 2019 and Section 3 and 4 of DO 004, s.2020
The authorized /eligible recipients and their maximum monthly provision for the postpaid line and prepaid are as follows:

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

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.I.e) of DO 017, s. 2019: the SOA/Bill/Invoice/Official Receipt or machine validated SOA, 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 provision 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 LCONAR)
6. For more information pls contact the Office of the Undersecretary for Finance through email at usec.financebpm@deped.gov.ph or at telephone number (02)8633-9432.
7. For immediate dissemination and strict compliance.



CRISTY C. EPE
Schools Division Superintendent



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:


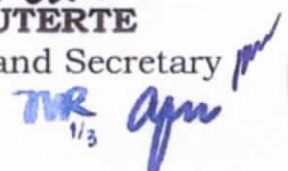
Designation	New Monthly Ceiling
Central Office	
Secretary	Actual expenses incurred
Undersecretary	P 8,000.00
Assistant Secretary	7,000.00
Director IV	6,000.00
Director III	5,000.00
Head Executive Assistant	5,000.00
Division Chief	3,500.00
Assistant Division Chief	2,000.00
Staff of the Office of the Secretary - 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

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