



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
 03 APR 2024
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April 1, 2024

DIVISION MEMORANDUM
 No. 159 s. 2024

**REITERATION OF THE AVAILMENT & AUTHORIZATION OF SCHOOL-BASED
 NON-TEACHING PERSONNEL OF COMMUNICATION LOAD ALLOWANCE**

To: Assistant Schools Division Superintendent
 All SDO Personnel
 All School Heads
 All School-Based Non-Teaching Personnel

1. In compliance to OUF Memorandum No. 002, s. 2024 entitled *"Clarificatory Guidelines to DepEd Order No. 017, s. 2019"*, this is to reiterate that all authorized eligible recipients of communication load allowance as per DepEd Order No. 017, s. 2019 may be allowed not more than two mobile phone line accounts provided that the total amount to be availed shall not exceed the monthly ceiling per eligible recipient.
2. This is also to authorize the following school-based personnel to avail of the monthly communication load allowance chargeable against their respective MOOE funds in their main station or in any of their cluster school/s.

DESIGNATION	MONTHLY CEILING
Teacher-in-Charge (TIC)	Php500.00
Administrative Officer II (AO II)	Php300.00
Project Development Officer I (PDO I)	Php300.00
Administrative Assistant III (Senior Bookkeeper)	Php300.00
Administrative Assistant II (Special Disbursing Officer)	Php300.00
Administrative Assistant II (Clerk III)	Php300.00

3. The payment or reimbursement of the above-mentioned allowance shall be duly liquidated with all the required supporting documents as specified in Enclosure 1 and 2 of this memorandum.
4. This memorandum shall take effect retroactively on January 01, 2024.
5. Immediate dissemination and compliance to this memorandum is directed.


AMADOR D. GARCIA SR. PhD, CESO VI
 Schools Division Superintendent

OSDS/FINANCE-CSB



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ANNEX A

Enclosure 2 to Division Memorandum No. 119, s. 2024

**LIST OF PERSONNEL/STAFF WHO WILL AVAIL OF OFFICIAL MOBILE
 PHONE SUBSCRIPTIONS/LINES AND PREPAID LOADS**

Below is the list of Personnel/Staff of (_____ Office _____) 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 (_____ office _____).

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION PHP
<i>Mobile Phone Subscriptions/Lines</i>			
<i>Prepaid Loads</i>			
TOTAL			

*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 (_____ in words and figures _____) is chargeable against and within the approved monthly ceiling for the personnel/staff of (_____ office _____), as provided in the *Guidelines on the Use of Mobile Phone Subscriptions/Lines and Prepaid Loads under DepEd Order No. _____, dated _____*.

Approved by:

 School Head



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FOR PREPAID CARDS

- Purchase Request (PR)
- Quotations or canvass from three (3) suppliers for above 1k
- Purchase Order (PO)
- Inspection and Acceptance Report (IAR)
- Official Receipt/Sales Invoice
- Certification of Expenses Not Requiring Receipts (CENRR) for Php100.00 to Php300.00
- Photos of purchased supplies together with inspectorate team
- Requisition and Issuance Slip (RIS)

FOR MOBILE LOADS

- Reimbursement Expense Receipt (RER) for Php301.00 to Php1,000.00
- Certification of Expenses Not Requiring Receipts (CENRR) for Php100.00 to Php300.00
- Screenshot of SMS Confirmation of Load

FOR MOBILE PLANS

- Statement of Account of the Authorized Mobile Number Under the Name of the Personnel
- Printed Official Receipt