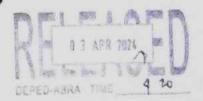


### Republic of the Philippines

### Department of Education

CORDILLERA ADMINISTRATIVE REGION SCHOOLS DIVISION OFFICE OF ABRA



April 1, 2024

DIVISION MEMORANDUM No. 19 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

- 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.
- 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:

MONTHLY CEILING
Php500.00
Php300.00

- 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 School Division Superintendent

OSDS/FINANCE-CSB









Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

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#### Republic of the Philippines

## **Department of Education**Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF ABRA

ANNEX A

Enclosure 2 to Division Memorandum No. 19, 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 (\_\_\_\_\_\_) who will avail of mobile phone subscriptions/lines

NAME	POSITION	JUSTIFICATION	MONTHLY ALLOCATION PHP
obile Phone Subscrip	tions/Lines		
	-		
epaid Loads			
		<del></del>	
<del></del>	-		
	s stated in the TOR, which re	equires frequent use of mobile pl	hones and prepaid loads
list down functions, as pecify official busines operform cited function the total amount of (_nonthly celling for the	s use of the mobile phone s on (e.g., to coordinate with s in words and figures personnel/staff of (offic	equires frequent use of mobile plubscription/lines an dprepaid loatakeholders, to gather data from) is chargeable agains and a), as provided in the Guideder DepEd Order No	ads in order for the person regional offices) within the approved elines on the Use of Mot
pecify official busines o perform cited function the total amount of (_ nonthly ceiling for the	s use of the mobile phone s on (e.g., to coordinate with s in words and figures personnel/staff of (offic	ubscription/lines an dprepaid loa takeholders, to gather data from) is chargeable agains and a), as provided in the Guide	ads in order for the person regional offices) within the approved elines on the Use of Mot , dated









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Enclosure 1 to Division Memorandum No. [39], s. 2024

### 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