



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 13, 2024

SCHOOLS DIVISION MEMORANDUM

No. 062 , s. 2024

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section / Unit Heads
All Others Concerned

1. In adherence to DepEd Order No. 002, s. 2023 titled *Amendment to DepEd Order No. 17, s. 2019 (Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines, and Prepaid Loads as Amended)*, this Office issues the Updated List of Personnel/Staff who will avail of Official Mobile Phone Subscription/Lines and Prepaid Loads (Annex A) **effective February 2024**.
2. This Memorandum reiterates that for payment of postpaid line and prepaid loads only the following documents are needed as stated in the DepEd Issuances:
 - a. The SOA/Bill/Invoice/Official Receipt or machine validated SOA; and
 - b. Certification by the Agency Head or the authorized representative of the eligible recipient stating that calls made are all official in nature. Provided, however, that additional documents may be required from the claimant should primary documents are not complied with.
3. Reimbursement shall be made on a monthly basis **every first week of the following month** to be submitted to Payroll Unit for preparation of general payroll.



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4. Immediate and wide dissemination of this Memorandum is earnestly desired.


JOHANNA N. GERVACIO PhD, CESQ V
Schools Division Superintendent 

Encl: As stated

Reference: None

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

Communication Allowance

Payroll/KJNT-Communication Allowance
001/February 13, 2024



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

Below is the list of Personnel/Staff of Division of Science City of Munoz who will avail of mobile phones 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 following personnel to wit:

NAME	POSITION	MONTHLY ALLOCATION (Php)
JOHANNA N. GERVACIO PhD, CESO V	Schools Division Superintendent	4,000.00
RONILO E. HILARIO, CESO VI	Assistant Schools Division Superintendent	3,500.00
LARRY B. ESPIRITU PhD	Chief ES – CID	3,000.00
BERNARDO A. GARGABITE EdD	Chief ES – SGOD	3,000.00
RODOLFO A. DIZON PhD	Education Program Supervisor	800.00
ZORAIDA F. ESPINO PhD	Education Program Supervisor	800.00
MELODY E. GALINGAN	Education Program Supervisor	800.00
AILEEN G. MACTAL	Education Program Supervisor	800.00
AUGUSTO A. MATEO	Education Program Supervisor	800.00
MARY QUEEN P. ORPILLA PhD	Education Program Supervisor	800.00
WINNIE W. POLI	Education Program Supervisor	800.00
NELIE D. SACMAN PhD	Education Program Supervisor	800.00
MERCEDITA D. SALDERO	Education Program Supervisor	800.00
NOVALYN C. RODOLFO PhD	Education Program Supervisor	800.00
FHRIESSY CRUZ S. BERMUDA, II	Administrative Officer V	800.00
JOHANN M. TABING	Information Technology Officer	800.00
JOMEL V. MANGAWANG	Accountant III	800.00
MINDA V. MANGALINDAN	Budget Officer III	800.00
STELLA MARIE C. DUMALE	Administrative Officer IV	800.00
WINNIE S. VALDEZ	Administrative Officer IV	800.00
AARON S. SOBREVILLA	Administrative Officer IV	800.00
EMALYN R. MAGLANOC	Administrative Officer IV	800.00
KIMBERLY JOAN N. TADEO	Administrative Officer II	500.00
MARIANNE C. CORONEL, MD	Medical Officer III	500.00
MARLON V. SIMINIG	Planning Officer III	500.00
CYRIL S. TALUSAN	Senior Education Program Specialist	800.00
SHEENA S. CABARDO	Administrative Officer II	300.00
TOTAL		30,000.00



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The total amount of Php31,300.00 is chargeable against and within the approved monthly ceiling of the personnel / staff of the OSDS, CID, SGOD as provided in the Guidelines on the Provisions and Use of Official Mobile Phones, Postpaid Lines and Prepaid Lines and Prepaid Loads as Amended under DepEd Order No. 002, s. 2023 dated January 17, 2023.

Approved:


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent 