

6. The device/unit shall be the property of the subscriber if the authorized postpaid line includes the issuance of a mobile phone units at no additional cost to DepED.

7. A Property Acknowledgement Report (PAR) shall be issued to



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region V  
DIVISION OF CAMARINES SUR  
San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM No. 269 s. 2019

TO : Assistant Schools Division Superintendent  
All Elementary and Secondary School Heads  
Schools Division Office Personnel  
Division Budget Officer and Accountant  
School Accountants, Administrative Officer II,  
and Bookkeepers  
All Others Concerned

FROM : SUSAN S. COLLANO, CESO VI  
Asst. Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

SUBJECT : Implementation of DepED Order No. 017, S. 2019  
entitled 'Guidelines on the Provision and Use  
of Official Mobile Phones, Postpaid Lines and  
Prepaid Loads'

---

### I. Guidelines

A. Pursuant to the aforementioned DepED Order, the following rules and regulations shall be observed by all schools and this Division.

1. The corresponding billing statements and/or official receipts shall be submitted for reimbursement or liquidation procedure considering that postpaid lines and prepaid loads are treated as an expense and not as allowance.

2. The following authorized officials and personnel shall be provided with maximum monthly postpaid and prepaid load for use in the performance of their official duties and responsibilities:

---

DepED Camarines Sur: A School Division Office That Is Serving, Caring, and Inspiring  
With a United HEART.

2. For prepaid load, payment shall be made on the basis of an Official Receipt from the seller and a Certification by Agency Head or his/her authorized representative or the eligible recipient stating that calls made are all official in nature.

### III. Sources of Fund

1. The amounts required for payment of postpaid line and prepaid load under DepED Order No. 17, s. 2019 shall be taken from the General Administrative Support Services (GASS)-MOOE appropriations/budget of the School Division Offices and schools, and from other available legal sources, subject to availability of funds and in compliance with existing budgeting, accounting and auditing rules and regulations.

2. Other programs and projects with allocation for communication expense shall be charge its expenses from the respective program and projects funds, subject to separate internal guideline and in compliance with existing budgeting, accounting and auditing rules and regulations.

### IV. Monitoring and Evaluation

1. All offices and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.

2. Any related concerns of offices not covered by the provisions of this policy shall be referred to the appropriate governance level.

3. The Budget and Accounting Sections of the DepED Finance Unit SDOs shall monitor compliance and evaluate implementation of this Division Memorandum.

### V. Effectivity

This Division Memo. shall take effect on August 1, 2019.



**SUSAN S. COLLANO, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent



---

DepED Camarines Sur: A School Division Office That Is Serving, Caring, and Inspiring  
With a United HEART.

the warranty shall be on personal account of the eligible recipient.

4. Disposal of DepED-issued mobile phones shall follow the guideline and procedures in disposing unserviceable equipment.

School Division Office		
Office and Position		Monthly Ceiling (Php)
Schools Division Superintendent		3,000.00
Asst. Schools Division Superintendent		2,500.00
Division Chief (SGOD & CID)		2,000.00
Education Program Supervisor		500.00
Public Schools District Supervisor		500.00
School Head/Principal		300.00
Allowable provision for other SDO personnel authorized by the SDS		8,000.00

3. Staff who are on Contract of Service (COS) or Job Order status will not be allowed to avail of this provision.

4. "Pass/Share Load" shall not be allowed in all circumstances. Charges for the said load will be on personal account of the eligible recipient and payment will not be charged against the government funds.

5. Charges from postpaid plan in excess of the monthly ceiling of authorized provision shall be paid for by the personnel concerned.

6. The device/unit shall be the property of the subscriber if the authorized postpaid line includes the issuance of a mobile phone units at no additional cost to DepED.

7. A Property Acknowledgement Report (PAR) shall be issued to the eligible recipient for mobile phone units procured for them by DepED and shall be responsible/accountable for the unit/s issued. The eligible recipient shall turn over to the Supply Section-Division Office or school the issued mobile phones or equivalent unit when they retire, resigns or is transferred.

8. Revised Implementing Rules and Regulations (IRR) of R.A. 9184 shall be strictly observe for the procurement of mobile phones to be issued by DepED.

## II. Procedures

### A. Upkeep of mobile phone units