



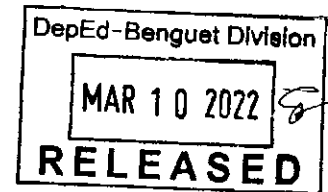
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

March 09, 2022

DIVISION MEMORANDUM

No. 78, s. 2022

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Section/Unit Heads
All concern personnel



**REITERATION OF THE GUIDELINES ON THE PROVISION AND USE OF
OFFICIAL MOBILE PHONE SUBSCRIPTIONS AND PREPAID LOADS**

1. Pursuant to **DepEd Order No. 17, s 2019** dated July 18, 2019, re Guidelines on the Provision and Use of Official Mobiles Phones, Postpaid Lines and Prepaid Loads, the Division of Benguet shall continue to adhere with the provided standards and procedures in the provision and use of mobile phones complemented with postpaid lines and prepaid loads and shall grant the following list of SDO Personnel handling various responsibilities, activities and projects to effectively discharge its duties and functions with the end view of strengthening and upgrading services to clients and stakeholders in the Division is hereto attached as Annex "A".
2. Furthermore, the Office reiterates the guidelines stated in the mentioned DepEd Order as follows:

The Department shall provide authorized officials and personnel listed herein with postpaid line and prepaid load for use in the performance of their official duties and responsibilities.

- a. This provision shall not be treated as allowance, but as an expense subject to reimbursement or liquidation procedure requiring submission of corresponding billing statements and/or official receipts.



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- b. The postpaid line and prepaid load shall be provided to officials, and to other personnel holding regular positions in the DepEd agency staffing pattern who have been duly designated by the competent authorities to perform the duties and responsibilities as Officer-in-Charge of such positions.
- c. The authorized/eligible recipients and their maximum monthly provisions for the postpaid line and prepaid load are as follows:

Schools Division Superintendent	3,000.00
Assistant Schools Division Superintendent	2,500.00
Division Chief	2,000.00
Education Program Supervisor	500.00
Public Schools District Supervisor	500.00
School Head/Principal (D.O 04, s 2020)	1,000.00
Allowable Provision for other SDO Personnel authorized by the SDS <i>(please refer to Enclosure 1 for List of SDO Personnel who will avail of Official Mobile Phone Subscriptions/Lines and Prepaid Loads)</i>	8,000.00

- d. The amounts required for payment of postpaid line and prepaid load under this Order shall be taken from the General Administrative Support Services (GASS)-MOOE appropriations/budget of the Schools Division Office and schools subject to availability of fund and in compliance with the existing budgeting, accounting and auditing rules and regulations.

3. Immediate dissemination of this memorandum to all concern is enjoined.

GLORIA B. BUYA-AO
Schools Division Superintendent

Encl.: As stated

ASDS/FINANCE/initials



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Enclosure 1

Annex A

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

Below is the list of Personnel/Staff of Schools Division of Benguet 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 Schools Division Office.

	OFFICE AND POSITION	JUSTIFICATION	MONTHLY ALLOCATION (PHP)
1	Adm. Officer V, Admin	Immediate communication with clients and stakeholders.	500.00
2	Adm. Officer V, HRMO	-do-	300.00
3	Adm. Officer IV, Supply	-do-	300.00
4	Adm. Officer IV, Cash	-do-	300.00
5	Adm. Officer IV, Records	-do-	300.00
6	Attorney III	-do-	500.00
7	ITO	-do-	300.00
8	Accountant III	-do-	500.00
9	Budget Officer III	-do-	500.00
10	SDS Driver	-do-	300.00
11	SDS Secretary	-do-	300.00
12	ASDS Secretary	-do-	300.00
13	SEPS, HRD	-do-	300.00
14	SEPS, SMME	-do-	300.00
15	SEPS, SMN	-do-	300.00
16	SEPS, P&R	-do-	300.00
17	Planning Officer III	-do-	300.00
18	Medical Officer III	-do-	500.00
19	PDO II, MSN	-do-	300.00
20	Engineer III	-do-	300.00



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21	GSIS AAO	-do-	200.00
22	GSIS ERF	-do-	200.00
23	PMIS Handler (3)	-do-	600.00
TOTAL			8,000.00

The total amount of eight thousand pesos (PhP 8,000.00) is chargeable against and within the approved monthly ceiling for the personnel/staff of Schools Division of Benguet, as provided in the *Guidelines on the Use of Mobile Phone Subscriptions/Lines and Prepaid Loads* under DepEd Order No. 17, s 2019, dated July 18, 2019.

Approved by:


GLORIA B. BUYA-AO
Schools Division Superintendent



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