

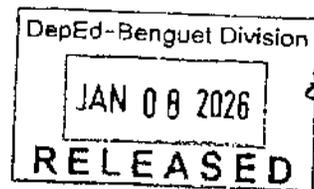


Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM

No. 08 s.2025

TO: Office of the Schools Division Superintendent
 School Governance and Operations Division
 Curriculum Implementation Division
 Public Elementary and Secondary School Heads
 All Others Concerned



1. Enclosed is a copy of DepEd Order No. 036, s. 2025, dated December 23, 2025, entitled, **"GUIDELINES ON THE PAYMENT OF COMMUNICATION EXPENSES FOR OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF EDUCATION"**, which shall take effect retroactively from January 1, 2025.
2. Item IV.1.C provides that "Authorized officials and personnel shall be allowed a maximum monthly communication expense in aid of the performance of their official-l duties and responsibilities. The authorized recipients and their corresponding maximum monthly provisions for postpaid lines and prepaid loads are specified as follows for the Schools Division Office:

Identified Personnel	Amount
Schools Division Superintendent	2,500.00
Assistant Schools Division Superintendent	2,000.00
Division Chief	2,000.00
Education Program Supervisor	800.00
Public Schools District Supervisor	800.00
School Head/ Principal	1,000.00
Assistant School Principals managing Senior High Schools in Integrated Secondary Schools	800.00
Other Staff authorized by the School Division Superintendent Allowable communication expenses per authorized employee shall in no case exceed the amount of 1,500.00)	10,000.00

3. In view of the foregoing, the Schools Division Superintendent hereby identifies the following personnel at the Schools Division Office as authorized recipient of monthly load allowance:

Administrative Officer V (Budget & Admin Services)	800.00
Accountant	800.00
SGOD EPS & SEPS (HRD, SOCMOB, SMME, EPS)	500.00
Legal Unit	500.00



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Schools Division of Benguet

Planning Officer	500.00
Medical Officer	400.00
Section Heads (Records, Cash, Asset Management, Human Resource, ITU)	300.00
Secretary (SDS, ASDS, CID, PSB)	300.00
Division Engineer II	300.00
PMIS in-charge (OSDS, CID, SGOD)	300.00
Division Driver (permanent)	300.00

4. Attention is invited to item no. 3.b, which states that "Eligible officials and employees entitled to receive communication expenses shall register one mobile number with the Administrative Service/ Section/ Unit, which will be considered as their official number. Only one mobile number shall be allowed for reimbursement purposes, regardless of whether the ceiling has been fully consumed or not".
5. Using the attached registration template, all eligible employees per division are hereby directed to submit their contact details to the Division Office, through the Administrative Unit.
6. The documentary requirements prescribed under Item No. IV.3, "Documentary Requirements and Administrative Procedures for Processing Claims for Payment of Communication Expenses" shall be strictly complied with to avoid possible disallowances.
7. Strict compliance of this memorandum is desired.

Very truly yours,


ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer-in-Charge
Office of the Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Schools Division of Benguet

List of Official Mobile Number for Registration as per DepEd Order No. 036, s. 2025

Office	Name	Position/ Designation	Mobile Service Provider	Type of Subscription (Prepaid/Postpaid)	Official Mobile Number	Signature



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

