



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**

**Office of the Schools Division  
 Superintendent**

1 FEB 2023

**DIVISION MEMORANDUM**

NO. 72, s. 2022

**DISSEMINATION OF DEPED ORDER NO. 002, S. 2023  
 TITLED: "AMENDMENT TO DEPED ORDER NO. 017, S. 2019  
 (GUIDELINES ON THE PROVISION AND USE OF OFFICIAL MOBILE  
 PHONES, POSTPAID LINES AND PREPAID LOADS AS AMENDED)"**

**To : Assistant Schools Division Superintendent/s  
 Chiefs, CID and SGOD  
 Education Program Supervisors/Division Coordinators  
 Public Schools District Supervisors/District-In-Charge  
 Head, Public and Private Elementary and Secondary Schools  
 All Others Concerned**

1. For the information of all concerned, this Office disseminates the attached **DepEd Order No. 002, s. 2023 dated January 17, 2019 (Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads as Amended)**.

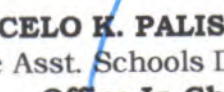
2. The following provisions of DepEd Order (DO) Nos. 017, s. 2019 and 004, s. 2020 are amended, to wit:

a. Section IV, Item 3 of DO 017, s. 2019 and Sections 3 and 4 of DO 004, s. 2020, the authorized/eligible recipients and their maximum monthly provision for the postpaid line and prepaid are as follows:

<b>FOR SCHOOLS DIVISION OFFICE</b>	
Schools Division Superintendent	4,000.00
Assistant Schools Division Superintendent	3,500.00
Division Chief	3,000.00
Education Program Supervisor	800.00
Public Schools District Supervisor	800.00
School Heads/Principal	1,500.00
Assistant Schools Principal managing SHS in Integrated SS	1,000.00
Other staff authorized by the Schools Division Superintendent <i>(to be identified by the SDS)</i>	9,000.00

3. For information, guidance and implementation.

**By Authority of the Schools Division Superintendent:**

  
**MARCELO K. PALISPIS, EdD, JD**  
 OIC-Office of the Asst. Schools Division Superintendent  
**Office-In-Charge**

SPP/OSDS/SPP/bing  
 31/January/2023



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Republic of the Philippines  
**Department of Education**

DepEd ORDER  
No. **002**, s. 2023

JAN 17 2023

**AMENDMENT TO DEPED ORDER NO. 017, S. 2019**  
(Guidelines on the Provision and Use of Official Mobile Phones,  
Postpaid Lines and Prepaid Loads as Amended)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The various impact of the COVID-19 Pandemic has largely changed the way education service delivery is carried out. There is a need to closely coordinate programs, projects, and activities in all levels of governance, hence, the increased utilization of messaging applications and virtual meeting platforms as an alternative for in-person meetings require more mobile data inclusion to allow quick dissemination and generation of data and information to facilitate timely informed policy decision.

2. Thus, the following provisions of DepEd Order (DO) Nos. 017, s. 2019 and 004, s. 2020 are amended, to wit:

- a. **Section IV, Item 3** of DO 017, s. 2019 and **Sections 3 and 4** of DO 004, s. 2020

**3. The authorized/eligible recipients and their maximum monthly provision for the postpaid line and prepaid are as follows:**

Designation	New Monthly Ceiling
<b>Central Office</b>	
Secretary	Actual expenses incurred
Undersecretary	P 8,000.00
Assistant Secretary	7,000.00
Director IV	6,000.00
Director III	5,000.00
Head Executive Assistant	5,000.00
Division Chief	3,500.00
Assistant Division Chief	2,000.00
Staff of the Office of the Secretary - Proper	10,000.00
Staff of the Office of the Undersecretary	5,000.00
Staff of the Office of the Assistant Secretary	4,000.00
Staff of the Office of the Director	2,000.00
<b>Regional Office</b>	
Regional Director	P 6,000.00
Assistant Regional Director	5,000.00

Designation	New Monthly Ceiling
Division Chief	3,500.00
Assistant Division Chief	2,000.00
Other staff authorized by the Regional Director	9,000.00
<b>Schools Division Office</b>	
Schools Division Superintendent	P 4,000.00
Assistant Schools Division Superintendent	3,500.00
Division Chief	3,000.00
Education Program Supervisor	800.00
Public Schools District Supervisor	800.00
School Heads/Principal	1,500.00
Assistant Schools Principal managing SHS in Integrated SS	1,000.00
Other staff authorized by the Schools Division Superintendent	9,000.00

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3. Further, this Order reiterates that for payment of postpaid line and prepaid loads, **only the following documents are needed** as provided for under Section V (B.i.e.) of DO 017, s. 2019: **the SOA/Bill/Invoice/Official Receipt or machine validated SOA, and Certification by Agency Head or the authorized representative or the eligible recipient stating that calls made are all official in nature. Provided, however, that additional documents may be required from the claimant should the abovementioned documents are not complied with.**
4. All other provisions of DO 017, s. 2019 and DO 004, s. 2020 shall remain in effect.
5. This Order shall take effect immediately upon its approval, issuance, and publication online at [www.deped.gov.ph](http://www.deped.gov.ph) and its filing with the University of the Philippines Law Center-Office of the National Administrative Register (UP LC-ONAR).
6. For more information, please contact the **Office of the Undersecretary for Finance** through email at [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph) or at telephone number (02) 8633-9432.
7. Immediate dissemination of and strict compliance with this Order is directed.



*Sara Zimmerman Duterte*  
**SARA Z. DUTERTE**  
 Vice President and Secretary  
*TJR 1/3 Aguirre*

References: DepEd Order: (Nos. 004, s. 2020 and 017, s. 2019)  
 To be indicated in the Perpetual Index under the following subjects:

AMENDMENT	PAYMENT
BUREAUS AND OFFICES	POLICY
COMMUNICATIONS	PROCEDURE
OFFICIALS	