



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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19 JANUARY 2023

DIVISION MEMORANDUM

No. 024 s. 2022

**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: Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. For the information and guidance of all concerned, attached is the copy of **DepEd Order No. 002, s. 2023** entitled **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)** dated **January 17, 2023**.
2. Immediate dissemination of this memorandum is desired.

  
**ANTONIO P. FAUSTINO JR.**

Education Program Supervisor  
Officer-In-Charge  
Office of the Schools Division Superintendent



Brgy. Potol, Tayabas City



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**Department of Education**

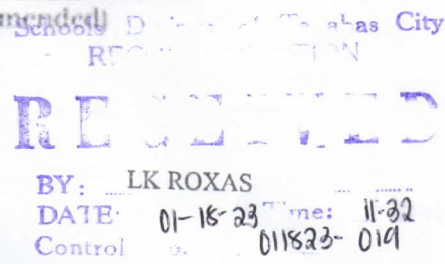
DepEd ORDER  
No. **002**, s. 2023

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

XXX

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.1.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.



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DEPED-OSEC-476266

*Sara Zimuran Duterte*  
**SARA Z. DUTERTE**  
 Vice President and Secretary  
*TR 1/3*

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

AMENDMENT  
 BUREAUS AND OFFICES  
 COMMUNICATIONS  
 OFFICIALS

PAYMENT  
 POLICY  
 PROCEDURE