

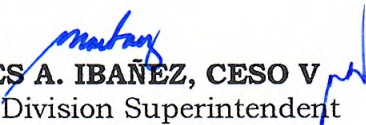


Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas RECORDS SECTION	
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Doc No:	R2-132802
By: MAR 22 2024	Time: 3:35

UNNUMBERED MEMORANDUM

TO : Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public School Heads
All Others Concerned

FROM :  **MARITES A. IBANEZ, CESO V**
Schools Division Superintendent

SUBJECT: **DISSEMINATION OF DEPED MEMORANDUM NO. 002, S. 2024 DATED MARCH 18, 2024**

DATE : March 22, 2024

1. Attached herewith is DepEd Memorandum No. 002, s. 2024 dated March 18, 2024, "**Clarificatory Guidelines to DepEd Order No. 017, s. 2019** (Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines, and Prepaid Loads) **As Amended by DepEd Order No. 002, s. 2023**.
2. For information and guidance of all concerned.



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Republic of the Philippines
Department of Education

MAR 18 2024

MEMORANDUM

No. **002**, s. 2024

To: Undersecretaries
Assistant Secretaries
Regional Directors
Bureau and Service Directors
Division Chiefs
All Others Concerned

CLARIFICATORY GUIDELINES TO DEPED ORDER NO. 017, s. 2019
(Guidelines on the Provision and Use of Official Mobile Phones,
Postpaid Lines, and Prepaid Loads)
AS AMENDED BY DEPED ORDER NO. 002, s. 2023

1. In relation to Section 4 of DepEd Order (DO) No. 017, s. 2019 titled Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads, this is to clarify that the **authorized eligible recipients may be allowed not more than two mobile phone line accounts**, provided that the total amount (when the two billings are added) to be availed shall not exceed the monthly ceiling herein specified per position or eligible recipient.
2. Further, this also supplements the list of eligible recipients as stated in Section 2(a) of DO 002, s. 2023¹ and Section 3 of DO 17, s. 2019, to read as follows:

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


¹ 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)

Regional Office	
Regional Director	P 6,000.00
Assistant Regional Director	P 5,000.00
Division Chief	P 3,500.00
Assistant Division Chief	P 2,000.00
Education Program Supervisor	P 800.00
Other staff authorized by the Regional Director	P 9,000.00
Schools Division Office	
Schools Division Superintendent	P 4,000.00
Assistant Schools Division Superintendent	P 3,500.00
Division Chief	P 3,000.00
Education Program Supervisor	P 800.00
Public Schools District Supervisor	P 800.00
School Heads/Principal	P 1,500.00
Assistant Schools Principal managing Senior High School in Integrated SS	P 1,000.00
Other staff authorized by the Schools Division Superintendent	P 9,000.00
Other staff authorized by the School Head/Principal	P 2,000.00

3. This Memorandum shall take effect retroactively on **January 17, 2023**.
4. For more information, please contact the **Office of the Undersecretary for Finance** through email at usec.financebpm@deped.gov.ph or at telephone number (02) 8633-9342.
5. Immediate dissemination of this Memorandum is desired.



By Authority of the Secretary:


ANNALYN M. SEVILLA
 Undersecretary for Finance