



Republic of the Philippines
Department of Education
 Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

March 13, 2023

DIVISION MEMORANDUM

No. 114, s. 2023

PROVISION AND USE OF OFFICIAL MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS

To: OIC-Asst. Schools Division Superintendent
 CID and SGOD Chiefs
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 All Others Concerned

1. In compliance with 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), the authorized/eligible recipients and their maximum monthly provision for the postpaid and prepaid are as follows:

Schools Division Office	
Schools Division Superintendent	P4,000.00
Asst. Schools Division Superintendent	P3,500.00
Division Chief	P3,000.00
Education Program Supervisor	P800.00
Public Schools District Supervisors	P800.00
School Head/Principal	P1,500.00
Asst. School Principals assigned to manage SHS in Integrated Schools	P1,000.00
*Allowable provision for other SDO personnel authorized by the SDS	P9,000.00

2. Thus, for postpaid line under Personal Account and for Prepaid Load, the reimbursement procedures shall be followed. That is:

- Payment of monthly provision for postpaid line shall be made only upon presentation of Official Receipt and Statement of Account from the service provider.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
 Telephone Number: 471-2004 | 471-2003
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- For prepaid load, payment shall be made on the basis of an Official Receipt from the seller and a Certification by Agency Head or his authorized representative or the eligible recipient stating that calls made are all official in nature.
3. The prepaid and postpaid load covering the period January 1, 2023 to December 31, 2023 will be reimbursed on a quarterly basis, except for SDS, ASDS, Division Chiefs, Planning Officer and School Heads which will be on a monthly basis.
4. All offices and accountable officials and personnel thereof shall comply with existing financial reporting guidelines on the use of funds for this purpose.
5. Widest dissemination of this Memorandum is desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Allowed provision for other SDO Personnel Authorized by SDS			
	Name	Amount	Designation
1	Atty. Racel Malalu-an	300.00	Attorney I
2	Archiebal Poyogao	300.00	ITO
3	Arnold Magdaet	300.00	AO V
4	Meralie Mae Gualdrapa	300.00	Accountant III
5	Chris Erabon	300.00	AO IV (HR)
6	Dino Alexandrinos Xenos Lopez	300.00	AO IV (Records)
7	Alfredo Nombre	300.00	AO IV (Supply)
8	Lyn Rose Otea	200.00	AO V / Budget
9	Accounting (1)	300.00	Division Bookkeeper
10	Edmund Canson, Jr.	300.00	AA I / Liason
11	Janelyn Grace Toresis	300.00	AO II (Cashier)
12	Rey Menodiado	300.00	AA IV / Driver
13	Sheila Marie T. Peregrino	300.00	ADAS III Office of the SDS
14	Hanah Grace S. Enecino	300.00	AAVI Office of the SDS
15	Gheraldine Gemotea	300.00	AAVI Office of the ASDS
16	Jonalyn Dela Cerna	300.00	SEPS (M& E)
17	Eulyne Lucerna	300.00	SEPS (HRTD)
18	Shiena Saquian	300.00	SEPS (SocMob)
19	Rictee Resano	300.00	DRRM
20	Dr. Aldwin Marco Bendo	300.00	HNU
21	Raymond Noquilla	300.00	Engr
22	Arnie G. Besas	1,000.00	Planning Officer
23	Jewelyn Cadigal	300.00	EPS II(SocMob) / Information Officer
24	Dexyll Garl de Jesus	300.00	PDO II
25	Kean Von Yupracio	300.00	EPS II (HRTD)
26	Nemia Lucerna	300.00	ALS
27	Marlon Padios	300.00	ALS
28	Jose Pamposa	300.00	Driver
Total		9,000.00	



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