



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

June 16, 2022

DIVISION MEMORANDUM

No. 236, s. 2022

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. 017, s. 2019 titled Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads and DepEd Order No. 004, s. 2020 titled Amendment to DepEd Order No. 017, s. 2019, the authorized/eligible recipients and their maximum monthly provision for the postpaid and prepaid are as follows:

Schools Division Office	
Schools Division Superintendent	P3,000.00
Asst. Schools Division Superintendent	P2,500.00
Division Chief	P2,000.00
Education Program Supervisor	P500.00
Public Schools District Supervisors	P500.00
School Head/Principal	P1,000.00
Asst. School Principals assigned to manage SHS in Integrated Schools	P800.00
*Allowable provision for other SDO personnel authorized by the SDS	P8,000.00

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 April 1, 2022 to December 31, 2022 will be reimbursed on a quarterly 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.

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





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Allowable provision for other SDO personnel authorized by the SDS	
Atty. Racel Malalu-an	300.00
Archiebal Poyogao	300.00
Arnold Magdaet	300.00
Meralie Mae Gualdrapa	300.00
Chris Erabon	300.00
Dino Alexandrinos Xenos Lopez	300.00
Alfredo Nombre, Jr.	300.00
Jonalyn Dela Cerna	300.00
Eulyne Lucerna	300.00
Sheina Saquian	300.00
Saturnino Pabalinas Jr.	300.00
Rictee Resano	300.00
Gift Joy Verano	300.00
Raymond Noquilla	300.00
Nemia Lucerna	300.00
Accounting (1)	300.00
Edmund Canson, Jr.	300.00
Janelyn Grace Toresis	300.00
Rey Menodiado	300.00
Arnie Besas	1,000.00



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