



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

February 23, 2023

**DIVISION MEMORANDUM**

OSDS No. 39, s. 2023

**SDO DIVISION PERSONNEL AUTHORIZED FOR MONTHLY PROVISION FOR POSTPAID  
AND PREPAID LOAD**

To: Assistant Schools Division Superintendent  
SGOD Chief  
CID Chief  
Educational Program Supervisor  
Section Heads  
This Division

1. The use of Information and Communication Technology (ICT) equipment such as mobile phones are essential in carrying out the diverse tasks and responsibilities in workplaces especially in the Department of Education (DepEd). Mobile phones complemented with provisions on postpaid lines and prepaid loads allow the DepEd Officials and other personnel concerned to have immediate communication with clients and stakeholders and enable them to respond to time -sensitive issues and concerns.
2. For the information and guidance of all concerned, the Department of Education (DepEd) issues DepEd Order No. 002 s. 2023 **“Amendment to DepEd Order No. 17 s. 2019”**.
3. Stated in the Paragraph 2 that Schools Division Superintendent is authorized of P 9,000.00 monthly allowable provision for the postpaid and prepaid load to other SDO personnel.
4. The authorized/ eligible recipients of the P 9,000.00 monthly allowable provision are the following:

NAME	POSITION	MONTHLY ALLOCATION
ZENAIDA B. PORRAS	AO V – ADMIN. SECTION	P 1,000.00
SHERYLL A. MORADAS	AO V – BUDGET	P 1,000.00
JONEL G. SOLOMON	ACCOUNTANT III	P 1,000.00
GLENDA ORCINADO	AO IV - HR	P 1,000.00
LIZA P. DE LUNA	AO IV - CASH	P 1,000.00
JOEY LOZANO	ITO	P 1,000.00
MOHANI A. PAGUITAL	SEPS	P 600.00
ALEJANDRO REGINALDO JR.	PLANNING OFFICER	P 600.00
JENNIFER CLAIRE A. TAYAG	AO IV – RECORDS	P 600.00
VIVIEN O. LIMA	AO IV -SUPPLY	P 600.00
AVAGLEZ PIROTE	AO II	P 600.00
<b>TOTAL</b>		<b>P 9,000.00</b>



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**Website:** [depedtacurong.org](http://depedtacurong.org)



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5. For the payment of postpaid line and prepaid loads the following documents are needed:
- a. The reimbursement procedures shall be followed.
    - a.1 For postpaid line
      - 1. Official Receipt
      - 2. Statement of Account
      - 3. Certification by Agency Head or his authorized representative or the eligible recipient stating that calls are all official in nature.
    - a.2 For prepaid load
      - 1. Official Receipt/ screenshot of the confirmation
      - 2. Certification by Agency Head or his authorized representative or the eligible recipient stating that calls are all official in nature.
6. For the information, guidance, and compliance of all concerned.

**MIGUEL P. FILLALAN JR., CESO VI**  
Schools Division Superintendent



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