



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

April 22, 2026

DIVISION MEMORANDUM
OSDS- 2026 - 078

CLARIFICATION ON THE GUIDELINES ON THE PAYMENT OF COMMUNICATION EXPENSES FOR GOVERNMENT PERSONNEL

To: Assistant Schools Division Superintendent
SGOD Chief
OIC - CID Chief
Educational Program Supervisor
School Heads
Section Heads
School – based Bookkeepers and Disbursing Officers
All others concerned

1. Communication is an important tool in providing accurate, timely, and relevant information, access to communication services is essential and indispensable to the effective and efficient performance of the mandates, functions, and services of the government. Hence, various government agencies have ensured the continuing provision of communication services to their heads and other officials and employees in the performance of their official duties and responsibilities.
2. For the information and guidance of all concerned, the Department of Education issues DepEd Order No. 036, s. 2025. ***“Guidelines on the Payment of Communication Expenses for Officials and Employees of the Department of Education”***.
3. As provided under Section IV (Guidelines and Procedures) of the said Order, communication Expenses shall **not be treated as an allowance**, but as an expense subject to reimbursement procedures. Reimbursement of postpaid line or prepaid load expenses shall be granted to officials and to other personnel holding regular positions in the DepEd agency staffing pattern who are duly designated or authorized by the competent authorities. Personnel engaged under Contract of Service (COS) or Job Order status are **not eligible** to avail for communication expense reimbursement.
4. The allowable communication expenses of the officials and employees are as follows:



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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

Position	Maximum Monthly Communication Expense
Schools Division Superintendent	P 2,500.00
Assistant Schools Division Superintendent	P 2,000.00
Division Chief	P 2,000.00
Educational Program Supervisor	P 800.00
Public School District Supervisor	P 800.00
School Head/Principal	P 1,000.00
Assistant School Principals managing Senior High Schools	P 800.00
Attorney III	P 800.00
Information Technology Officer	P 800.00
Accountant III	P 800.00
AO V – Budget Office	P 800.00
AO V – Administrative Office	P 800.00
AO IV (Procurement, Supply, Records, H.R & Cash)	P 800.00
Planning Officer	P 800.00
Medical Officer	P 800.00
Other Staff Authorized by the School Heads (Allowable communication expenses per authorized employee shall in no case exceed the amount of P300.00) *School shall issue memorandum designating the authorized school employee for communication expense reimbursement. The total monthly allocation for authorized staff shall not exceed P3,000.00 per school.	P 3,000.00

5. Requests for the payment of communication expenses must be supported by a **self – certification** stating that the communication expenses incurred were official in nature and necessary to the performance of the official duties and responsibilities. *(Please see Enclosure 1 for sample self – certification).*

6. Eligible officials and employees shall register or enroll only **one (1) mobile number**, which shall be considered as their official/employee's contact number. This



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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

must be submitted to the Administrative Service Section for record and information purposes.

7. Payment or reimbursement of communication expenses incurred locally shall be based on the number of days of actual work performance in a month, as follows:

Total Number of Days of Actual Work Performance in a Month	Communication Expenses for the month
1 to 5	25% of the monthly communication expense
6 to 11	50% of the monthly communication expense
12 to 16	75% of the monthly communication expense
17 and more	100% of the monthly communication expense

8. Any amount exceeding the allowable maximum monthly expense shall be **shouldered by the official/ employee concerned.**

9. The documentary requirements for processing claims are as follows:

- a. Official Receipt
- b. Self - Certification (duly signed by the immediate supervisor)
- c. Signed Daily Time Record (DTR)

10. **Effective January 1, 2026** all division and school - based personnel shall immediately adopt the provisions of this memorandum.

11. All previous issuances inconsistent with this Memorandum are hereby **amended or modified accordingly.**

12. Immediate dissemination of and compliance to this Memorandum are hereby directed.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None
Reference: DEPED ORDER NO. 036, S. 2025
Allotment: None
To be included in the perpetual Index under
RECORDS FUNDS REPORTS

JOS/OSDS/DM/OFFICE POLICY ON PAYMENT OF COMMUNICATION EXPENSES ON THE GOVERNMENT PERSONNEL / April 22, 2026



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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

Enclosure 1 to Division Memo OSDS No. 078 s. 2026

CERTIFICATION

This is to certify that communication expenses incurred in the total amount of Php_____ for the period covering _____ were all official in nature and necessary to the performance of official functions.

This certification is issued to support the reimbursement of said expenses.

(NAME OF AUTHORIZED OFFICIAL/EMPLOYEE)
Position/Designation)

Noted by:

(NAME OF IMMEDIATE SUPERVISOR)
(Position/Designation)



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org