



Office of the Schools Division Superintendent

28 January 2021

Division MEMORANDUM
No. 045, s. 2021

REIMBURSEMENT OF COMMUNICATION ALLOWANCE TO TEACHERS

To : Assistant Schools Division Superintendent
Chiefs of Functional Division
Section Heads
PSDSs & DICs
Concerned Personnel
This Division

1. Pursuant to DepEd Order No. 038, s. 2020 re: **GUIDELINES AUTHORIZING PAYMENT OF COMMUNICATION EXPENSES OF THE DEPARTMENT OF EDUCATION PERSONNEL RELATIVE TO THE IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENTS FOR THE YEAR 2020**, this office announces the reimbursement of communication allowance to teachers for 3 months from October to December 2020. Teachers may reimburse up to P300 per month and a total of P900 for the three-month period chargeable against BE-LCP funds in the Division Office.
2. The amount which may be reimbursed shall not exceed **Three Hundred Pesos (P300)/month**, to be certified by the authorized claimant as actual expenses incurred in connection with the discharge of their official functions and are necessary to support the operations of the agency amidst pandemic.
3. Claimants shall complete the following pertinent documents for submission to Budget Section:
 - a. Certification shall be done by the authorized claimant, stating that the actual communication expenses were incurred in the performance of official duties and responsibilities;
 - b. Proof of purchase/payment such as:
 - b.1 Copy of Official Receipt for the purchase of prepaid card or payment of postpaid line or internet subscription under the name of the claimant; or
 - b.2 Reimbursement Expense Receipt (RER) together with the screenshot or/scanned copy of confirmation of mobile e-load (e.g. AutoloadMax, XpressLoad, etc) showing the reference number and mobile number of the claimant; and

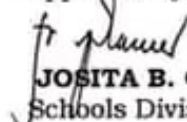




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

- c. Accomplished Obligation Request and Status (ORS) with corresponding Disbursement Voucher (DV), duly signed by the Head of Office (Box A) with attached lists of claimants.
4. Teachers who have already received complete communication allowance chargeable against their school MOOE cannot anymore claim the said reimbursement.
5. Those who have received partial communication allowance from school MOOE can claim the remaining balance from the division BE-LCP funds.
6. Submission of the claims shall be by school to be consolidated by district and shall be due for submission on February 01, 2021 with the attached receipts and necessary documents. Single receipt for the three months is acceptable provided its date is at the onset of the classes.
7. For your reference and guidance, please refer to DepEd Order No. 038, s. 2020.
8. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

Approved by:


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: None

Reference:
DO 038, s. 2020

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS
PROCEDURE

PAYMENT
BUDGET

POLICY
ALLOWANCE

LGKG/DM- REIMBURSEMENT OF COMMUNICATION
C45 / JANUARY 28, 2020



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