



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



April 23, 2020

MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
Public Schools

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT
RELEASED
APR 27 2020
Date: _____ Time: 3:32 PM
By: _____

ADDITIONAL GUIDELINES ON THE PROVISION AND USE OF OFFICIAL MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS

The field is hereby informed on the attached **DepEd Order No. 04 s. 2020** entitled **“AMENDMENT TO DEPED ORDER NO. 017 s. 2019 (Guidelines on the Provision and Use of Official Mobile Phones, Postpaid and Prepaid Loads)”**, contents of which is self-explanatory, for information and strict compliance.

Special attention is invited to Sec. 3 and 4 of the said DepEd Order.

Immediate and wide dissemination of this Memorandum is desired.

(Sgd.) **SHERYLLL T. GAYOLA**
Education Program Supervisor
Office-in-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education

18 APR 2020

DepEd ORDER
No. **004**, s. 2020

AMENDMENT TO DEPED ORDER NO. 017, s. 2019
(Guidelines on the Provision and Use of Official Mobile Phones,
Postpaid Lines and Prepaid Loads)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. In the exigency of the service and given the important role that communication must play, there is a need to take immediate action and ensure the provision of communication support to our School Heads/Principals and Assistant School Principals nationwide.

2. In view of this, the Department of Education (DepEd) hereby amends the provision below on DepEd Order No. (DO) 017, s. 2019 titled **Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads** issued on July 18, 2019.

3. Item IV (3) of the Guidelines on the authorized/eligible recipients and their maximum monthly provision for the postpaid line and prepaid load is hereby amended to read as follows:

| DO 017, s. 2019 | Amendment |
|-----------------------|------------------|
| School Head/Principal | P1,000.00 |

4. In addition, this is to authorize inclusion of **Assistant School Principals assigned to manage Senior High Schools in Integrated Secondary Schools** in the list of authorized eligible recipients thereof. Their maximum monthly provision shall be **P800.00** per month.

5. This Order shall take effect retroactively on March 18, 2020.

6. All other provisions of DO 017, s. 2019 shall remain enforced.

7. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary