



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](mailto:sdo.marikina@deped.gov.ph)



SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

April 23, 2020

RELEASED

APR 23 2020 Date: Time: 3:59

By: [Signature]

**DIVISION MEMORANDUM**  
No. 047, s. 2020

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

**PROVISION OF INTERNET ALLOWANCE FOR SCHOOL-BASED PERSONNEL  
DURING THE ENHANCED COMMUNITY QUARANTINE**

1. An additional provision of communication allowance particularly internet allowance during the duration of ECQ retroactive starting Mar. 17 onwards until normal office operations of identified key school-based personnel performing work from home involved in the following transactions:
  - a. online submission of payrolls for national and city benefits;
  - b. online updating and submission of various school reports; and
  - c. various queries concerning school transactions.
2. A monthly internet data allowance per personnel regardless of status of employment are to be given chargeable against School MOOE:
  - a. Elementary
    - Designated school financial staff P500.00
    - School HR counterpart P300.00
  - b. Secondary
    - School financial staff
      - i. Senior bookkeeper P500.00
      - ii. Disbursing officer P500.00
    - School HR counterpart P300.00
3. Other identified school-based personnel may be authorized such as school skeleton work force to be charged under School MOOE fund not to exceed P300.00 monthly

4. A monthly accomplishment report of the identified personnel is to be submitted and to be attested by the School Head.
5. Reimbursement of the said allowed internet allowance upon submission of the following supporting documents to the School Financial staff
  - a. Approved list of key school-based personnel Internet allowance
  - b. Attested accomplishment report
6. Payments shall have the following options:
  - a. Reimbursement:
    - Original copy of Official Receipt of purchased cell card or load
    - Accomplished Certificate of Not Requiring Receipt if no official receipt is available
    - Submit official receipt of payment for postpaid plans
  - b. School shall facilitate the purchase of cell card or load for them
7. Please be guided accordingly.

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