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

Maka-Diyos, Makatar, Makalikasan at Makabansa
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.

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Education Program Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent