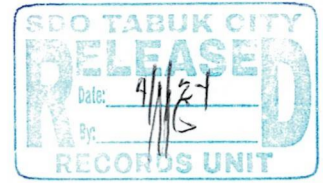




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



April 01, 2024

Division Memorandum
No. 123, s. 2024

TO: All School Heads
All Administrative Officer II
All ADAS II and III
All others concerned

PROVISION AND USE OF OFFICIAL MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS

1. This is to inform school heads or accountable officers on DepEd Memorandum No. 002. 2.2024 dated March 18, 2024 (Clarificatory Guidelines to DepEd Order No. 17., s. 2019 as Amended by DepEd Order No. 002, s. 2023 wherein it includes **Other Staff Authorized by the School Head/ Principal amounting to P 2,000.00.**
2. School Heads should include the following personnel to received Load Allowance and should be included in the APP:

Non- Implementing Unit Schools (Non-IUs)

Administrative Officer II (AO II)- P 1,000.00 Main School
ADAS II or III - P 1,000.00 Main School

Note: Travelling Expenses to Cluster School of AO II, ADAS II or III will be charged to the cluster school funds.

Implementing Unit Schools (IUs)- TCNHS/ KNHS & TUGA NHS

Based on the staff authorized by the School Head/ Principal

Documents Needed for Payment

1. SOA/Bill/Invoice/ Official Receipt or Machine Validated SOA
 2. Certification by Agency Head or the Authorized representative or the eligible recipient stating that calls made are all official in nature.
3. Immediate dissemination of this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



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