



Republic of the Philippines
Department of Education

02 SEP 2021

DepEd ORDER
 No. **035**, s. 2021

AMENDMENT TO DEPED ORDER NO. 038, s. 2020

(Guidelines Authorizing Payment of Communication Expenses of the Department of Education Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020)

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

1. Pursuant to the Department of Budget and Management Circular Letter No. 2021-7 issued on July 1, 2021¹, this is to amend the following provisions of DepEd Order (DO) No. 038, s. 2020 titled **Guidelines Authorizing Payment of Communication Expenses of the Department of Education Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020**.
2. The following provisions are hereby amended to read as follows:
 - **Section II (Scope)** - These guidelines shall cover payment through reimbursement of communication expenses (mobile and internet) for those **regular, casual and/or contractual employees** under a WFH arrangement at the DepEd Central Office (CO), Regional Offices (ROs), SDOs.
 - **Section X (Effectivity)** - This Order shall take effect retroactively from January 1, 2021 until August 31, 2021.
3. Payment shall also be **subject to availability of funds²**, and **in compliance with the criteria and processing requirements** as indicated in the Department of Budget and Management Circular No. 2021-7. (*Please see Sections 5.0 and 6.0.*)
4. Starting **July 1, 2021**, the distribution of DepEd Connectivity Load³ will take effect. Thus, reimbursement of communication expense **shall only cover employees**

¹ Guidelines on the Reimbursement of Internet and Mobile Data Subscription Expenses of Government Employees in view of the Adoption of Alternative Work Arrangements due to the COVID-19 Pandemic

² DBM CL 2021-7, Section 7.1: "... shall be charged against the respective available MOOE allotment of the agency, provided that all authorized mandatory expenditures shall have been paid first, subject to existing budgeting, accounting, and auditing laws, rules and regulations."

³ OUA Memorandum 00-721-0015 on the "Guidelines on the Delivery, Distribution, and Registration of Sim Cards for the Provision of Connectivity Load"

NOT eligible to receive the Connectivity Load⁴ and those who are already eligible to reimburse communication expense provided for under **DO 017, s. 2019** on the Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines, and Prepaid Loads, and **DO 004, s. 2020** on the Amendment to DepEd Order No. 17, s. 2019, which remain to be in effect.

5. **Once Connectivity Load is already issued to the participants**, all communication expenses indicated in **Activity Request (AR)/Authority to Conduct (ATC)** to be paid to participants in DepEd-related activities for the period September 1 to December 31, 2021 amounting to **P50/day/pax shall not be allowed**.

6. All DepEd Orders, Memoranda, and other related issuances, rules, regulations, and provisions, which are inconsistent with this Order are repealed, rescinded, or modified accordingly.

7. This Order shall take effect upon its approval. Certified true copies of this DepEd Order shall be filed with the University of the Philippines-Office of the National Administrative Register (UP-ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

8. For more information and queries, please contact the Offices below:

- On concerns regarding reimbursement of said expense: **Office of the Undersecretary for Finance**
Email Address: usec.financebpm@deped.gov.ph
Telephone Numbers: (02) 8633-9342; (02) 8638-3703
(02) 8637-4211; (02) 8470-6628
- On concerns regarding the release of Connectivity Load: **Office of the Undersecretary for Administration**
Email Address: oua@deped.gov.ph
Telephone Numbers: (02) 8637-6207, and (02) 8633-7203

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




LEONOR MAGTOLIS BRIONES
Secretary

References:

DepEd Order: (Nos. 038 and 004, s. 2020; 017, s. 2019)

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

AMENDMENT
BUREAUS AND OFFICES
COMMUNICATION
EMPLOYEES
EXPENSES
OFFICIALS

⁴ This is applicable to OUA Memorandum 00-721-0015 and all other DepEd programs which will be provided with succeeding connectivity loads.

PAYMENT
POLICY

SMMA/APA/MPC, DO Amendment to DO 038, s. 2020
0205 - July 23, 2021