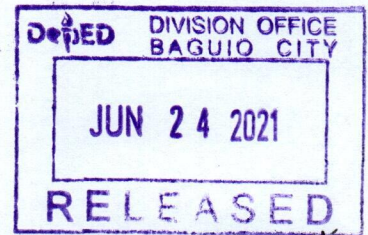


Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



June 22, 2021

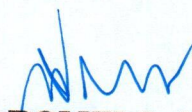
Division Memorandum

No. 177, s. 2021

**DOCUMENTARY REQUIREMENTS FOR COMMUNICATION EXPENSE
REIMBURSEMENT**

TO: All Public Elementary and Secondary School Heads
Administrative Assistants (Finance – School and DO Proper)
All Others Concerned

1. Pursuant to Presidential Decree (PD) No. 1445, which provides that claims against government funds shall be supported with complete documentation, this office reiterates the adherence to DepEd Order No. 017 s. 2019 otherwise known as Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Line and Prepaid Loads. The following documents must be submitted when claiming for reimbursement for communication expense:
 - 1.1. For postpaid line – Statement of Account and Official Receipt from the service provider (under the name of the eligible recipient) and Certification from the eligible recipient stating that calls made are all official in nature;
 - 1.2. For prepaid load - Official Receipt from the service provider (under the name of the eligible recipient) and Certification from the eligible recipient stating that calls made are all official in nature.
2. Attached is the sample template for your reference in preparing the Certification from the eligible recipient stating that calls made are all official in nature.
3. For information, guidance and compliance.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbaguiocty@gmail.com
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ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019



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SCHOOLS DIVISION OF BAGUIO CITY

Date

CERTIFICATION

This is to certify that all the prepaid load or postpaid line subscription (whichever is applicable) were used for official transactions. This certification is issued as a supporting document in the reimbursement of communication expense for (applicable month/s or quarter).

Issued this (date).

Very truly yours,

Name of eligible recipient
Designation



"DepEd SDO Baguio City: We Serve, We Care."

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