



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**

No. 157 s. 2021

MAY 06 2021

**PAYMENT OF COMMUNICATION EXPENSE FOR ALTERNATIVE WORK ARRANGEMENTS**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit Heads  
All Others Concerned

1. In reference with **Civil Service Commission Memorandum Circular No. 10, s. 2020** entitled *Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic* and with **DepEd Order No. 38, s. 2020** entitled *Guidelines Authorizing Payment of Communication Expenses of the Department of Education Personnel Relative to the Implementation of Alternative Work Arrangements for the Year 2020*, this Office authorizes the payment of communication expense of personnel for their work from home (WFH) arrangements subject to the submission of pertinent documents for reimbursement effective May 2021.
2. The amount to be reimbursed, which shall not exceed three hundred pesos (P 300), shall be certified by the unit head as actual expense incurred and is essential in the discharge of the duties and responsibilities of the personnel during the pandemic. As means of verification, accomplishment reports submitted to and attested by the unit heads or division chiefs shall be attached to claims of communication expense.
3. Division officials who are covered by DepEd Order No. 17, s. 2019 titled Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines, and Prepaid Loads shall not be covered by this memorandum.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**ROLAND M. FRONDA, EdD, CESO VI**

Officer-in-Charge  
Office of the Schools Division Superintendent



“WE MOULD HEROES”

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102  
Email Address: [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph) | Website: [www.depedbataan.com](http://www.depedbataan.com) | Facebook Page: [www.facebook.com/DepEdBataan](https://www.facebook.com/DepEdBataan)



ISO 9001: 2015 CERTIFIED