



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

May 18, 2021

DIVISION MEMORANDUM

No. 180, s. 2020

**ADDITIONAL GUIDELINES ON PAYMENT OF COMMUNICATION EXPENSE
FOR ALTERNATIVE WORK ARRANGEMENT**

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

1. In reference to **Division Memorandum No. 151, s.2021** titled *Payment of Communication Expense for Alternative Work Arrangements* which authorizes the payment of communication expense of personnel for their work from home (WFH) arrangements subject to submission of pertinent documents for reimbursement effective May 2021, the following stipulations are hereby added.
2. Whereas, an amount to be reimbursed which shall not exceed three hundred pesos (P 300.00) per month can be claimed. The supporting documents for the verification of such are the following:
 - a. Copy of Division Memorandum No. 151, s.2021 and other Memorandum related.
 - b. Accomplishment Report (Enclosure No. 1)
 - c. Certification from Unit/School Head, stating the actual communication expense were incurred in the performance of official duties and responsibilities with the following column headers:
 - i. Name of Claimant
 - ii. Position
 - iii. Mobile Number
 - iv. Amount
 - d. Proof of purchase/payment such as:
 - i. Copy of Official Receipt and billing statement for the purchase of prepaid card or payment of postpaid line or internet subscription under the name of the claimant; or
 - ii. Reimbursement Expense Receipt (RER) together with the screenshot/scanned copy of confirmation of mobile e-load showing the reference number, transaction date and mobile number of the claimant;



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- iii. Certified payroll of authorized claimants.
3. The amounts required for these reimbursements shall be charged against Maintenance and Other Operating Expenses (MOOE) balances of the Division Office and Public Schools, subject to the availability of funds in compliance with existing budgeting, accounting and auditing rules and regulations.
4. For strict compliance.


ROLAND M. FRONDA, EdD, CESO VI
Officer-in-Charge

Office of the Schools Division Superintendent



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Enclosure No. 1

INDIVIDUAL WORKWEEK ACCOMPLISHMENT REPORT
(MONTH, YEAR)

Name of Personnel:
Position:
Division/Unit:

NAME OF EMPLOYEE
Designation
Unit

SCHEDULE FOR THE MONTH:

(Click the box to select/unselect schedule)

WEEK 1	MAY 3-7	<input type="checkbox"/> M-W-F	<input type="checkbox"/> T-TH
WEEK 2	MAY 10-14	<input type="checkbox"/> M-W-F	<input type="checkbox"/> T-TH
WEEK 3	MAY 17-21	<input type="checkbox"/> M-W-F	<input type="checkbox"/> T-TH
WEEK 4	MAY 24-28	<input type="checkbox"/> M-W-F	<input type="checkbox"/> T-TH
WEEK 5		<input type="checkbox"/> M-W-F	<input type="checkbox"/> T-TH

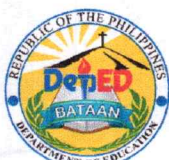
DAY / DATE	Actual Time Log	AM/PM	Actual Accomplishment

Prepared by:

Noted by:

NAME OF EMPLOYEE
Designation
Date: 06.01.2021

NAME OF UNIT HEAD
Designation / Unit Head
Date: 06.01.2021



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