



Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

November 17, 2025

**DIVISION MEMORANDUM**

No. 893 S. 2025

**PROVISION AND USE OF OFFICIAL MOBILE PHONES, POSTPAID LINES AND PREPAID LOADS FOR 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section and Unit Heads  
All Others Concerned

- 1. Pursuant to DepEd Order No. 014, s. 2025, "Amendment to DepEd Order No. 17, s. 2019 (Guidelines on the Provision and Use of Official Mobile Phones, Postpaid Lines and Prepaid Loads) as amended by DepEd Order 002, s. 2023", the following employees of the SDO Proper shall be provided with the corresponding postpaid lines or prepaid loads for CY 2025:

<u>NAME OF EMPLOYEE</u>	<u>POSITION</u>	<u>POSTPAID LINE/PREPAID PROVISION</u>
Christopher Michael T. Gasmen	Accountant III	300.00
Mary Joy P. Suero	Budget Officer III	300.00
Eric L. Tapat	ITO	300.00
Cherry D. Garma	SEPS	300.00
Greatest Yeng Molina	AO_IV(Personnel)	300.00
		<b>1,500.00</b>

- 2. Amendments to DO 17, s. 2019 are as follows and must be strictly complied:
  - 3.b Any personnel occupying positions in this Department with Salary Grade 24 and higher, who are not explicitly mentioned in this DO but are eligible under the provisions of DBM Budget Circular 2024-2, Section 5.0, shall be entitled to communication expenses.
- 3. It is also advised that all eligible recipients should have their mobile phones used by their staff without prepaid/postpaid provision when they require/request their staff to call or text on their behalf.
- 4. This memorandum may be rescinded anytime subject to the availability of funds and change of functions.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: vigan.city@deped.gov.ph  
Website: www.depedvigancity.com

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5. Please be guided accordingly and comply with the provisions of the abovementioned DepEd Order.

*Vilma D. EDA*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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**CERTIFICATION**

This is to certify that communication expenses incurred using the mobile number \_\_\_\_\_ in the total amount of Php\_\_\_\_\_ for the period covering \_\_\_\_\_ were all official in nature and necessary to the performance of official functions.

This certification is issued to support the reimbursement of said expenses.

(NAME OF AUTHORIZED OFFICIAL/EMPLOYEE)

(POSITION/DESIGNATION)

Noted by:

(NAME OF IMMEDIATE SUPERVISOR)

(POSITION/DESIGNATION)

