



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM

OSDS-2025-**205**

20 NOV 2025

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

**SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE COMMUNICATION
EXPENSES FOR JULY TO DECEMBER 2025**

1. Relative to DepEd Order No. 014, s. 2025 entitled *Amendment to DepEd Order No. 017, 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*, all authorized/eligible personnel are hereby directed to submit the documentary requirements in two (2) copies listed below:

- Statement of Account (SOA)/Bill;
- Invoice/Official Receipt or machine-validated statement of account;
- A duly signed daily time record, except however for officials not required biometrics; and
- Certificate of travel completed

2. For employees not using postpaid plans, the following will be submitted:

- printed screenshot showing the date, mobile number and load amount;
- A duly signed daily time record, except however for officials not required biometrics; and
- Certificate of travel completed

3. The deadline for submission is 12 noon of the following dates:

Period	Deadline
Jul to Sep 2025	Nov 21, 2025
Oct to Nov 2025	Dec 10, 2025
Dec 2025	Dec 22, 2025

4. Failure to submit complete documentary requirements on the set deadline will not be included in the payroll.

5. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

MDY/SubmissionofDocumentaryRequirementsfortheCommunicationExpensesforJulytoDecember2025
250002/November 20, 2025



SDCB RECORDS UNIT

2518917



DepEd Batac City



batac.city@depd.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993