



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO 2020-04-0006

**PRESCRIBING THE GUIDELINES ON THE CONVERSION OF CURRENT
POSTPAID/PREPAID MOBILE TELEPHONE SUBSCRIPTION TO CELLULAR
PHONE ALLOWANCE FOR THE OFFICIALS AND PERSONNEL OF THE
DEPARTMENT OF ENERGY AND REPEALING FOR THIS PURPOSE
DEPARTMENT ORDER NO. DO2017-12-0018**

WHEREAS, Department Order (DO) No. DO2017-12-0018 prescribes the guidelines on communication policies for the Department of Energy (DOE), and requires its officials and personnel to have an open line of communication at all times in order to comply with the President's SONA DIRECTIVE 2017-0010 mandating all national government agencies to process requests from the public within 15 working days;

WHEREAS, there is a need to repeal the said DO in order to comply with Commission on Audit (COA) Circular No. 2012-003 dated 29 October 2012 on "Updated Guidelines for the Prevention and Disallowances of Irregular, Unnecessary, Excessive, Extravagant and Unconscionable Expenditures;"

WHEREAS, in line with the afore-mentioned COA Circular and in the furtherance of the Department's aim to sustain timely and efficient services by optimizing communication services at the least cost, the DOE hereby rationalizes the conversion of current postpaid/pre-paid mobile telephone subscription to monthly cellular phone allowances to be released in cash to entitled DOE officials and employees;

NOW, THEREFORE, in consideration of the foregoing premises, the DOE hereby adopts and promulgates the following guidelines, to wit:

Section 1. Distribution of Cellular Phone Allowance

1.1. The following DOE officials and employees (herein referred to as "Users"), who hold regular plantilla positions whether on permanent or coterminous status, are entitled to the corresponding cellular phone allowance (which shall be treated as telephone expenses-mobile):

Position	Monthly Cellular Phone Allowance (PhP)
Secretary	20,000.00
Undersecretary	6,500.00
Assistant Secretary	6,500.00

Position	Monthly Cellular Phone Allowance (PhP)
Bureau/Service/Assistant Bureau Director and Head Executive Assistant	4,000.00
Division Chief	2,500.00
Department Legislative Liaison Officer	2,500.00
Executive Assistant V	1,800.00
Executive Assistant IV	1,200.00
Executive Assistant III	800.00
Staff of the Office of the Secretary (OSEC)	500.00
Senior Administrative Assistant III (for Undersecretaries) Administrative Assistant V (for Assistant Secretaries)	500.00
Supervising Science Research Specialists	500.00
Drivers	300.00

1.2 The Administrative Services (AS) through the General Services Division (GSD) shall be responsible in preparing a Special Order (SO) indicating the names of Users and the amount of their entitlement. The SO shall be annually renewed.

1.3 The GSD shall likewise be responsible in preparing the SO for approval by the Secretary, on a monthly or as necessary, for new officials or employees who are entitled to receive the cellular phone allowance.

1.4 The following Users are not entitled to receive cellular phone allowance:

- a) Those who are on leave of absence whether with or without pay for one (1) whole month or more; and
- b) Those who are on study leave or scholarship grants for one (1) whole month or more.

For this purpose, the Human Resource Management Division (HRMD) shall provide the GSD with a list of these employees.

Section 2. Limitation of Allowances

Users are directed to strictly observe or limit the usage of their cellular phone allowance. Such consumption shall not exceed the allocated monthly cellular phone allowance.

Section 3. Transition from Subscription to Cellular Allowance

3.1 Users who are under lock-up period with the existing DOE service provider will retain their current plan until the lock-up period ends. Upon the expiration of their plan, they shall be entitled to receive their allowances. (Please refer to

Annex "A" for the list of positions entitled to allowance with the incumbents indicated and the lock-up period). During the lock-up period, the DOE shall continue to pay the mobile phone charges based on the existing plan and policies.

- 3.2 Users who have outstanding balances (incurred officially or on personal account) with the existing service provider for their present postpaid plans are directed to exert all efforts to pay such balances. This is in preparation for the eventual termination of their contracts with the existing service provider.
- 3.3 The AS shall be responsible for monitoring the lock-up periods of all DOE mobile subscriptions and shall ensure that these subscriptions are terminated immediately after the lock-up period. The AS shall likewise evaluate the existing subscriptions and recommend the conversion to cellular phone allowance subject to the provisions of these guidelines.

Section 4. Enrollment of Mobile Numbers

- 4.1 Users shall individually enroll a cellular phone number which shall be reachable at all times for communication purposes.
- 4.2 The enrolled numbers shall be submitted to the AS.
- 4.3 The AS shall establish and maintain a directory of the enrolled numbers.
- 4.4 The enrolled numbers may be new or under an existing postpaid or pre-paid plan.

Section 5. Suspension of Allowance

- 5.1 Users who are consistently unreachable in their enrolled numbers shall have their cellular phone allowances suspended. For this purpose, consistently unreachable means that the User has not been responding to calls, SMS and other forms of communication for a period of two (2) months.
- 5.2 The immediate supervisor or superior of a User found to be consistently unreachable in his/her enrolled mobile numbers shall submit a report to the AS Director. The AS Director shall accordingly report the same to the Financial Services (FS) for the suspension of cellular phone allowance.
- 5.3 Lifting of the suspension shall be recommended by the concerned User's immediate supervisor or superior after the enrolled mobile number becomes regularly reachable with satisfactory written justification of the User involved.

Section 6. Miscellaneous Provisions

- 6.1 A general payroll will be prepared by the DOE Accounting Division for payment of the cellular phone allowance.

6.2 Users shall prepare monthly certification stating that the amount he/she received was spent for cellular phone card/telephone/mobile expenses used in the discharge of the user's official functions. Said certification shall be signed by the User and his/her immediate superior.

6.3 The concerned offices should submit the Certification to the GSD every 15th day of the current month.

6.4 The GSD shall in turn submit to the DOE Accounting Division not later than the 20th day of the current month the consolidated Certifications. The cellular phone allowance shall be paid within the first five (5) working days of the succeeding month.

Failure of the offices to submit the Certification on the specified deadline will automatically defer release of cellular phone allowance for the next month.

6.5 Funding for this purpose will be sourced from the Maintenance and Other Operating Expenses (MOOE) of the DOE Regular Fund.

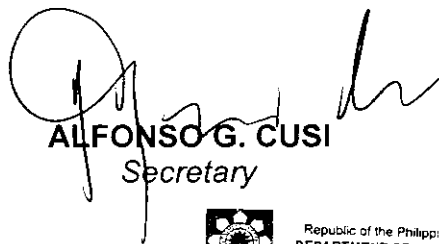
6.6 These guidelines shall be subject to existing government accounting and auditing rules and regulations.

Section 7. Repealing Clause

This Department Order shall supersede DO No. DO2017-12-0018 and all issuances and circulars inconsistent therein which are hereby repealed, amended and modified accordingly.

Section 8. Effectivity

These guidelines shall take effect immediately.


ALFONSO G. CUSI
Secretary



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IN REPLYING PLS. CITE:

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