



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

May 20, 2025

**DIVISION MEMORANDUM**  
**No. 252, s. 2025**

**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**

To: **Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Principals/Head Teacher-In-Charge of the District**  
**Heads of Public Elementary, Secondary and Integrated Schools**  
**All Others Concerned**

1. Enclosed is a copy of DepEd Order No. 014, s. 2025 titled, **“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”**, content of which is self-explanatory.
2. Attention is invited to item no. 4 which states that **“Eligible officials and employees to receive communication expenses shall register one mobile number to the Administrative Service/Section/Unit, which will be considered as their official number. Only one mobile number shall be allowed for the purpose of reimbursement, regardless of whether the ceiling has been fully consumed or not”**.
3. Using the attached template for registration, all eligible employees **per district** are directed to submit their contact details to the Division Office c/o Administrative Section on or before **May 30, 2025**. Division Office personnel who are eligible for the load allowance are likewise advised to submit to the personnel unit the needed details for mobile number registration.
4. The documentary requirements stated in item no. 6 must be strictly observed to avoid possible disallowances.
5. Immediate dissemination of this memorandum is desired.

  
**FELICIANO C. BUENAFE JR. CESO VI**  
Schools Division Superintendent

Enclosures: As stated

RFD/mtb



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List of Official Mobile Number for Registration as per DepEd Order No. 014, s. 2025

District of Altavas

School	Name	Position/ Designation	Mobile Service Provider	Type of Subscription (Postpaid/ Prepaid)	Official Mobile Number	Signature

Certified Correct:

Public Schools District Supervisor/  
Principal/Head Teacher-In-Charge of the District

