



Republic of the Philippines  
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO2021-07-0010

**PRESCRIBING THE REVISED GUIDELINES FOR THE PROVISION OF CURRENT CELLULAR/COMMUNICATION EXPENSE FOR THE OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF ENERGY, AND REPEALING FOR THIS PURPOSE, DEPARTMENT ORDER NOS. DO2020-04-0006, DO2020-11-0012, AND DO2021-04-0005**

**WHEREAS**, Department Order (D.O.) Nos. DO2020-04-0006, DO2020-11-0012, and DO2021-04-0005 prescribes the guidelines on the provision of communication expense for eligible Officials and Employees of the Department of Energy (DOE), and requires said 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**, in line with the cost-saving measures of the government and consistent with the Department's objective to optimize communication services at the least cost, and in order to comply with Commission on Audit (COA) Circular No. 2012-003 dated 29 October 2012 on "Updated Guidelines for the Prevention and Disallowance of Irregular, Unnecessary, Excessive, Extravagant and Unconscionable Expenditures", it is imperative to streamline the process of providing cellular/communication expense to eligible officials/employees of the DOE;

**WHEREAS**, there is a need to repeal Department Order Nos. DO2020-04-0006, DO2020-11-0012, and DO2021-04-0005 in order to align, and keep pace with technological advancements and utilize various online and social media platforms as means of communication to support and sustain timely and efficient services, pursuant to DO2021-01-0001 and DOE Public Service Continuity Plan (DOE-PSCP) during this time of COVID-19 pandemic.

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

**SECTION 1. DISTRIBUTION/ENTITLEMENTS FOR COMMUNICATION EXPENSE**

The following DOE officials and employees (hereinafter referred to as "USERS"), who hold regular plantilla positions, whether on permanent or coterminous status, are entitled to the corresponding communication expense:

Secretary	20,000.00
Undersecretary	6,500.00
Assistant Secretary	6,500.00

Positions	Rate Expense Limit (P/P)
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 Office of the Undersecretary)	500.00
Administrative Assistant V (for the Office of the Assistant Secretary)	500.00
Attorney IV	500.00
Accountant IV	500.00
Supervising Science Research Specialist	500.00
Information Technology Officer II	500.00
Internal Auditor IV	500.00
Security Officer IV (OSEC)	500.00
Supervising Technical Audit Specialist	500.00
Supervising Administrative Officer	500.00
Executive Assistant II & I (for the Office of the Director & Assistant Director)	500.00
Administrative Assistant III & I (Secretary II & I) (for the Office of the Director & Assistant Director)	500.00
Chauffeur/Driver	300.00

## SECTION 2. ENROLLMENT OF OFFICIAL MOBILE NUMBER

- 2.1. USERS who are eligible to receive communication expense, shall enroll a cellular telephone number with the General Services Division (GSD) of the Administrative Services (AS), which should be reachable or accessible anytime for calls, SMS, email, Viber, FB Messenger or other communication platforms, as necessary.
- 2.2. The GSD shall issue a Certification approved by the AS Director, indicating therein the name of USERS, their enrolled mobile number, and monthly communication expense limit, and shall submit the same to the DOE Accounting Division (AD), copy furnished the Records Management Division (RMD).
- 2.3. The RMD shall disseminate the said copy of Certification to the eligible USERS.

### **SECTION 3. LIMITATION OF COMMUNICATION EXPENSE**

- 3.1. The monthly communication expense of USERS shall not exceed the allowable limits regardless of official foreign and local travels.
- 3.2. USERS who are on leave of absence, whether with or without pay, on study leave or scholarship grants for one (1) whole month or more, shall not be entitled to receive the communication expense. For this purpose, the Human Resource Management Division (HRMD) shall provide the AD a list of said employees.

### **SECTION 4. PROJECT-BASED COMMUNICATION EXPENSE**

For DOE Locally/Foreign Funded Projects, the following provisions for the grant of communication expense shall be strictly enforced:

- a. A maximum of three (3) officials/employees are entitled to receive communication expense per project;
- b. Preference on the grant of the communication expense shall be given to employees with salary grade 22 and below;
- c. The amount of communication expense shall range from PhP500 to PhP1,500 per month depending on the role of the official or employee in the Project;
- d. The provision of communication expense shall cease upon termination and/or completion of the project; and
- e. For this purpose, funding will be sourced from the respective project funds.

### **SECTION 5. SUSPENSION OF COMMUNICATION EXPENSE**

- 5.1. USERS who are consistently unreachable thru their enrolled numbers will have their communication expense suspended. In such case, a report on the inaccessibility of an enrolled mobile number of an official or employee shall be submitted by the USER's immediate supervisor or superior to the AS Director. The AS Director, upon receipt of the said report, shall convey the same to the Financial Services for the suspension of the communication expense.
- 5.2. Lifting of the suspension of the communication expense shall be recommended by the immediate supervisor or superior after the enrolled mobile number becomes regularly reachable, or after submission of satisfactory/valid written justification of the official/employee concerned.

## SECTION 6. MISCELLANEOUS PROVISIONS


- 6.1. A general payroll will be prepared by the DOE AD for payment of the communication expenses.
- 6.2. USERS shall prepare monthly Certification stating that the amount they received was incurred for mobile/communication expense used in the discharge of their official functions for the previous month. Said Certification shall be signed by the USERS and their respective immediate superiors.
- 6.3. Concerned offices shall submit the Certification to the GSD every 15<sup>th</sup> day of the month.
- 6.4. The GSD shall submit the consolidated Certifications to the DOE AD not later than the 20<sup>th</sup> day of the month. The communication expense/reimbursement 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 the release of their corresponding communication expense for the next month.
- 6.5. Funding 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 Nos. DO2020-04-0006, DO2020-11-0012, and DO2021-04-0005, and all issuances and circulars inconsistent herein are hereby repealed, amended, and modified accordingly.

## SECTION 8. EFFECTIVITY

These guidelines shall take effect immediately.

  
**ALFONSO G. CUSI** JUL 19 2021  
Secretary

