



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2021- 09-0015 /

PRESCRIBING A POLICY FOR REIMBURSEMENT OF INTERNET AND MOBILE DATA SUBSCRIPTION EXPENSES OF CONCERNED DEPARTMENT OF ENERGY EMPLOYEES WHO ARE ON WORK-FROM-HOME ARRANGEMENT DUE TO THE COVID-19 PANDEMIC

WHEREAS, the Civil Service Commission (CSC) issued Memorandum Circular (MC) No. 10, as amended by CSC MC No. 18, which prescribes the interim guidelines for alternative work arrangements and support mechanisms for workers in the government during the period of State of Public Health Emergency in the country due to the COVID-19 pandemic.

WHEREAS, the Department of Budget and Management (DBM), in relation to the aforementioned CSC MC, issued Circular Letter No. 2021-7, dated 01 July 2021, titled, "Guidelines on the Reimbursement of Internet and Mobile Data Subscription Expenses of Government Employees," in view of the Adoption of Alternative Work Arrangements due to the COVID-19 Pandemic", giving unto Agency Heads the responsibility to institute their respective internal implementing rules, guidelines, and/or procedures following the general guidelines and limitations prescribed;

WHEREAS, the Department of Energy (DOE) issued Department Order No. DO2021-07-0010 titled, "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", which identifies twenty-three (23) DOE officials and employees ("Users") who are entitled to the communication expense;

WHEREAS, the above-cited DBM Circular Letter identifies the employees who are excluded from those entitled to the reimbursement of Internet/mobile data subscription expenses, including those employees with existing cellular/communication subsidy or are already receiving similar benefits on the reimbursement of communications-related expenses;

WHEREAS, the DOE adopts the aforementioned DBM Circular Letter to benefit the other DOE plantilla personnel (*i.e.*, regular, co-terminous, and temporary), who were not included among the twenty-three (23) positions already identified in DO2021-07-0010 of the Department.

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

Section 1. Coverage of Entitlement

- 1.1. Only DOE personnel holding plantilla positions (i.e., regular, co-terminous, and temporary) who:
 - a. are duly authorized to report under the Work-from-Home-Arrangement (WFHA);
 - b. are not on Skeletal Work Force (SWF), or not on official leave (with or without pay), and/or not on compensatory time-off; and
 - c. have not received or are not receiving any internet and mobile data subscription benefit/s.
- 1.2. The total reimbursable amount for Internet/mobile data subscription expense per employee shall not exceed three hundred Pesos (PhP 300.00) per month, based on the lowest mobile data package currently available, pro-rated as follows:

No. of Days on WFHA	Percentage Rate of Entitlement	Maximum Amount of Entitlement (PhP)
1 to 5 days	25%	75.00
6 to 11 days	50%	150.00
12 to 16 days	75%	225.00
17 and more	100%	300.00

Section 2. Documentary Requirements

The processing of request for reimbursements/claims must have the following attachments:

- 2.1. Accomplishment Report and Certification of Services Rendered (ARCSR) Under the WFHA (see Annex "A");
- 2.2. Daily Time Record (DTR) for the month, duly signed by the Division Chief/Head of Office;
- 2.3. Summary of the Number of Days the Employees were on WFHA (see Annex "B"), duly signed by the Office/Division, attested by the Chief of the Human Resource Management Division (HRMD); and
- 2.4. A covering memo addressed to the Chief of the Accounting Division, thru the HRMD, duly signed by the concerned DOE Heads of Office/Bureaus/Services, forwarding the documents stated in Item Nos. 2.1-2.3, duly labeled or earmarked.



Section 3. Miscellaneous Provisions

- 3.1. Employees on WFHA are eligible to receive the Internet and Mobile Data Subscription (IMDS) expenses but shall submit their cellular telephone numbers in the Records Management Division (RMD) of the Administrative Services (AS), for records/reference purposes. As such, he/she must be reachable/accessible anytime for calls, SMS, email, Viber, FB Messenger, or other communication platforms, as necessary.
- 3.2. The covering memo should be approved by the Director/Head of Office, and received by the HRMD on or before the 10th day of the month, and by the Accounting Division on or before the 15th of the month, e.g., claims for 01-31 August 2021 must be submitted on or before 15 September 2021, and so on and so forth. Therefore, there will be no individual submission, and submissions must be on per Office/Bureau/Service basis.
- 3.3. A general payroll for the month of the IMDS' reimbursement will be prepared for the purpose. Otherwise, late submission of the said documents as above stated, shall defer release of the reimbursement, and shall be included/processed on the succeeding month by the Accounting Division.
- 3.4. Expenses for the Internet and Mobile Data Subscription (IMDS) is charged against the DOE's available Maintenance and Other Operating Expenses (MOOE) allotment, subject to the usual government accounting and auditing requirements.

Section 4. Period of Availability

Entitlement for the Internet and Mobile Data Subscription (IMDS) contemplated in this D.O. shall start on 01 August 2021 and shall remain effective only during the adoption of the WFHA of the DOE, in view of the declaration of State of Public Health Emergency brought about by the COVID-19 pandemic.

Section 5. Updating and Review of Policy

The policy guidelines established in this D.O. shall be reviewed and updated in accordance with subsequent guidelines affecting alternative WFHA in the government to be issued by the CSC and other relevant agencies.

Section 6. Separability Clause

In case any provision in this D.O. is declared invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected.

Section 7. Repealing Clause

Any department issuance contrary to or inconsistent with this Order is hereby repealed, modified, or amended accordingly.

Section 8. Effectivity

This Department Order shall take effect immediately upon its signing by the Secretary, Department of Energy.

Signed this _____ day of SEP 28 2021 2021 at DOE, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila.


ALFONSO G. CUSI
Secretary



Republic of the Philippines
DEPARTMENT OF ENERGY

IN REPLYING PLS. CITE:

DOE-AGC-21005660



(Agency Name)

**ACCOMPLISHMENT REPORT AND CERTIFICATION
ON SERVICES RENDERED UNDER THE WORK FROM HOME ARRANGEMENT**

(Month + Year)

Bureau/Service/Office	
Employee Name	
Employee No.	

Task/Activity/Accomplishment	Dates
1. Example: <i>Conduct of internet research on productivity enhancement in government</i>	<i>June 1</i>
2. Example: <i>Participation in webinar/training on _____ from (indicate applicable time)</i>	<i>June 2</i>
3. Example: <i>Attendance to monthly meeting of _____ from (indicate applicable time)</i>	<i>June 3</i>
- Nothing follows -	
Total No. of Days Claimed for: _____	
Applicable Rate (%): _____	
Total Claimable Amount: _____	

Purpose:

To claim for reimbursement of internet/mobile data subscription actually incurred by the undersigned in the performance of official and authorized duties under the work from home arrangement for the period _____.

The above expenses are incurred as they are necessary for the above-cited purpose, and that we are fully aware that willful falsification of statements is punishable by law.

The personnel concerned is not excluded from claiming reimbursement of internet/mobile data subscription expenses, as provided in the pertinent guidelines for the purpose.

	Certified Correct:	Verified and Recommended by:
Signature		
	(Name of Employee) (Position Title/Designation)	(Name of Bureau/Service/Office Head) (Position Title/Designation)
Date		

**SUMMARY OF THE NO. OF DAYS THE EMPLOYEES WERE ON WFHA
FOR THE REIMBURSEMENT OF THE
INTERNET AND MOBILE DATA SUBSCRIPTION (IMDS)**

FOR THE MONTH OF: _____ 2021

OFFICE/BUREAU/SERVICE:

	NAME OF THE EMPLOYEE	TOTAL NO. OF DAYS ON WFHA	IMDS AMOUNT (PhP)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Certified true and correct, to the best of my knowledge and belief, that the above employees have actually rendered/performed their work assignment/s while on WHFA, and accordingly attached the duly signed DTRs for the month.

(Head of Office/Bureau/Service/Division)

Date: _____

Attested by:

Ma. Cecilia P. Baldos, HRMD Chief

Date: _____