



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO2021-04-0005

AMENDMENT TO DEPARTMENT ORDER NO. DO2020-11-0012 ON ADDENDUM TO DO2020-04-0006 ON PRESCRIBING THE GUIDELINES ON THE CONVERSION OF CURRENT POSTPAID/PREPAID MOBILE TELEPHONE SUBSCRIPTION TO CELLULAR PHONE ALLOWANCE FOR THE OFFICIALS AND PERSONNEL OF THE DOE AND REPEALING FOR THIS PURPOSE DO2017-12-0018

WHEREAS, in compliance with the President's SONA DIRECTIVE 2017-0010 mandating all national government agencies to process request from the public within 15 working days and 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", the Department of Energy (DOE) issued Department Order (DO) Nos. DO2020-04-0006 and DO2020-11-0012, providing the guidelines on the conversion of current postpaid/prepaid mobile telephone subscription to cellular phone allowance, inclusion of employees with Salary Grade (SG) 22 & 23 and grant of cellular phone allowance for those officials/employees who are discharged for the DOE Locally/Foreign Funded Projects.

WHEREAS, pursuant to section 10.1.2.3 (f.1) of the DOE Public Service Continuity Plan (DOE-PSCP) Personnel Support Mechanism and Protection on "Defrayal of Costs Incurred during Work from Home (WFH)", DOE employees may defray reasonable expenses incurred for Information and Communications Technology (ICT) equipment (such as, but not limited to: computer, WI-FI, Cell Phone load, etc.)

WHEREAS, in order to utilize various online and social media platforms as means of communication and in compliance with section 8, 9, 10 & 11 of the Department Order No. DO2021-01-0001 on "Supplemental Guidelines in the Implementation of the Department of Energy Alternative Work Scheme" for the officials and employees of the DOE during COVID-19 pandemic.

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

1. New Positions/Entitlements

The following DOE employees who hold regular plantilla positions (permanent) shall be entitled to a monthly cellular phone allowance in cash in the amount of

Five Hundred Pesos (PhP500.00), which funding shall be sourced from the Maintenance and Other Operating Expenses (MOOE) of the DOE Regular Fund consistent with Department Order No. DO2020-04-0006:

| POSITION | BUREAU/SERVICES | NO. OF POSITION/S |
|---|----------------------------------|-------------------|
| Executive Assistant II | Office of the Director | 6 |
| Executive Assistant I | Office of the Director | 5 |
| Administrative Assistant III (Secretary II) | Office of the Assistant Director | 6 |
| Administrative Assistant I (Secretary I) | Office of the Director | 11 |

2. It shall be the responsibility of the respective Director of the Bureaus/Services Offices to implement this policy pursuant to Section no. 4 on "Enrollment of Mobile Numbers" of the DO2020-04-0006.
3. These guidelines shall be subject to existing government accounting and auditing rules and regulations.
4. All other provisions of Department Order Nos. DO2020-04-0006 and DO2020-11-0012 stet inconsistent with this Amendment shall apply.
5. These guidelines shall take effect immediately.


ALFONSO G. CUSI
Secretary

APR 26 2021



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IN REPLYING PLS. CITE:

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