



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

February 2, 2023


OFFICE MEMORANDUM
No. 013, s. 2023

LANDLINE COMMUNICATIONS POLICY

To: Assistant Schools Division Superintendents
Division Chiefs
Unit Heads
All Others Concerned

1. In adherence to DepEd Memorandum No. 1, s. 2005 titled Austere Measures on the Use of International and National Direct Dial (IDD and NDD) Long Distance Facilities, all concerned are instructed to adhere to the procedures in the use of landline communications facilities outlined in this Office Memorandum.
2. The following measures shall be adopted on the use of landline communications facilities:
 - 2.1 Telephones provided in the SDO Building are installed expressly for the purpose of supporting the official purposes only.
 - 2.2 Each Unit/Office shall maintain a logbook to record International and National Direct Dial (IDD and NDD) long distance phone calls and the use of landline communications facilities to call mobile numbers specifying the date when the call is made, person who made the phone calls, person/entity to whom the call is made, dialed phone number, and purpose of calling.
 - 2.3 Additional charges specified in the monthly billings of the landline service provider shall be cross-reference and monitored by the Accounting Unit vis-a-vis the phone logs to check if there are phone calls which are made outside the official business of DepEd.
 - 2.4 If there is evidence that users are not adhering to the guidelines set out in this policy, the management reserves the right to take disciplinary action, including payment of the additional charges.
3. Enclosed to this memorandum is a copy of DepEd Memorandum no. 1, s. 2005 titled Austere Measures on the Use of International and National Direct Dial (IDD and NDD) Long Distance Facilities.
4. Immediate and wide dissemination of this Memorandum is desired.

Accounting Unit
February 2, 2023


ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent/
OIC – Office of the Schools Division Superintendent



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Tanggapan ng Kalihim
Office of the Secretary

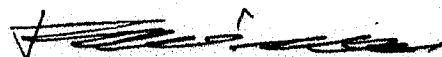
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DepED MEMORANDUM
No. **1** s. 2005

AUSTERE MEASURES ON THE USE OF INTERNATIONAL AND NATIONAL DIRECT DIAL (IDD and NDD) LONG DISTANCE FACILITIES

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Directors of Services/Centers and Heads of Units
Schools Division/City Superintendents
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the Memorandum dated November 11, 2004 from the Honorable Executive Secretary Eduardo R. Ermita, Office of the President, Malacanang, Manila, advising all Cabinet Secretaries to monitor and ensure that the cost of International and National Direct Dial (IDD and NDD) long distance phone calls are proportionate to the official functions of their departments.
2. As such, this Department shall adopt the following austerity measures on the use of IDD and NDD Facilities:
 - a. Heads of Offices shall be responsible for limiting direct dialing features to a few phones and or inputting confidential codes to landline phones to ensure that telecommunication expenses are used for official purposes only;
 - b. Only authorized officials shall be issued post-paid or prepaid mobile cellular phones;
 - c. For reference purposes, each Office shall maintain a logbook to record all **IDD/NDD** calls made by the staff/personnel. Unless official, personal calls shall be charged to the account of the person making the long distance calls. Payment shall be made either by paying cash or thru salary deductions; and
 - d. Reports on the historical cost and savings incurred on the telecommunication expenses shall be submitted monthly to the Office of Dir. Maximo C. Aljibe, Director III, Administrative Service, DepED Central Office, Meralco Avenue, Pasig City, through mails or fax to 633-7223, for consolidation and submission to Malacanang.
3. Immediate dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Encl.: As stated

Reference: None

Allotment: 1--(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
OFFICIALS
POLICY

Reformatted by: Sally-(NDD & IDD)
January 3, 2005