



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

May 5, 2023

DIVISION MEMORANDUM
 No. 189, s. 2023

SIGNATORIES IN THE CERTIFICATION FOR THE USE OF MOBILE PHONES, POSTPAID LINE AND PREPAID LOAD

To: Assistant Schools Division Superintendents
 SGOD and CID Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Unit Heads
 Elementary, JHS and SHS Principals/OICs
 All Others Concerned

1. The Schools Division Office of Bulacan issues the reiteration of the signatories in the Certification for the Use of Mobile Phones, Postpaid Line and Prepaid Load in accordance with COA Circular 2012-001 titled **Revised Guidelines and Documentary Requirements for Government Transactions**.
2. Section 6.2 of the COA Circular 2012-001 sets out the documentary requirements for the claims related to Telephone/Communication Services as follows:
 - a. Statement of Account/Bill
 - b. Invoice/Official Receipt or machine validated statement of account (for post-audit activities)
 - c. Certificate by Agency Head **or his authorized representatives** that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls.
3. Relative to the abovementioned legal basis, the **Certification for the Use of Mobile Phones, Postpaid Line and Prepaid Load** is being assigned to the following authorized signatories:

	Office/Position	Approving Authority
a. Division Office	Assistant Schools Division Superintendent	SDS
	Division Chief	ASDS
	Below Division Chief including PSDS	Division Chief
	Unit Heads	ASDS
b. Schools	School Head/Principal/OIC	PSDS

4. It is also highlighted that the claiming of communication allowance shall be done until the end of the month following the billing period.
5. For information and wide dissemination.

Accounting Unit
 May 5, 2023


NORMA P. ESTEBAN, EdD., CESO V
 Schools Division Superintendent

