



DEPARTMENT ORDER NO. DO2024-12-0016

**PRESCRIBING THE GUIDELINES ON COMMUNICATION EXPENSES  
INCURRED BY THE OFFICIALS AND EMPLOYEES OF  
THE DEPARTMENT OF ENERGY**

**WHEREAS**, the Department of Energy (DOE), through Department Order (DO) No. DO2021-07-0010, issued the guidelines for the provision of cellular/communication expense for the officials and employees of the Department;

**WHEREAS**, there is a need to repeal said DO in order to comply with Department of Budget and Management (DBM) Budget Circular No. 2024-02, providing the Guidelines on the Payment of Communication Expenses of Certain Government Employees;

**WHEREAS**, it is necessary to align the Department's objective of providing timely and efficient services with the aforementioned DBM Circular, which optimizes communication services at minimal cost;

**NOW, THEREFORE**, in consideration of the foregoing premises, the DOE hereby adopts and promulgates the Guidelines on the Payment of Communication Expenses of Officials and Employees of the DOE.

**Section 1. Scope and Coverage**

1.1 This DO shall cover the communication expenses incurred locally and/or internationally by authorized officials and permanent employees of the DOE in the performance of their official duties and responsibilities. Consultants and experts hired for a limited period to perform specific activities or services, job orders, and employees through outsourced manpower services provider shall not be entitled to the payment of communication expenses.

**Section 2. Distribution of Allowable Communication Expenses**

2.1 The following DOE officials and employees (herein referred to as "USERS"), who hold regular Plantilla positions whether on permanent or coterminous status, regardless of the actual amount incurred in the performance of their official duties and responsibilities, are entitled to the corresponding communication expense:

Position	Salary Grade (SG)	Monthly Communication Expense (PhP)
Secretary	31	8,000.00
Undersecretary	30	5,000.00
Assistant Secretary	29	5,000.00
Bureau/Service Director	28	3,000.00

<b>Position</b>	<b>Salary Grade (SG)</b>	<b>Monthly Communication Expense (PhP)</b>
Assistant Bureau/Service Director and Head Executive Assistant	27	2,500.00
Division Chief	24 & 25	2,000.00
Executive Assistant V	24	2,000.00
Department Legislative Liaison Officer	22	1,500.00
Executive Assistant IV	22	1,200.00
Executive Assistant III	20	800.00
Staff of the Office of the Secretary (OSEC)	18, 17, 15, 14, 9, 6, 3 & 2	500.00
Senior Administrative Assistant III (for Undersecretaries) Administrative Assistant V (for Assistant Secretaries)	15 & 11	500.00
Attorney IV	23	500.00
Supervising Science Research Specialists	22	500.00
Supervising Administrative Officers	22	500.00
Supervising Technical Audit Specialist	22	500.00
Accountant IV	22	500.00
Information Technology Officer II	22	500.00
Security Officer IV	22	500.00
Executive Assistant II and I (for Office of the Director)	17 & 14	500.00
Administrative Assistant III and I (Secretary II and Secretary I) (for Office of the Director and Assistant Director)	9 & 7	500.00
Drivers	6, 5, 4 & 3	300.00

- 2.2. In the exigency of the service, DOE employees holding positions who are not included in the above list, may be allowed communication expenses for official purposes if they have authorization issued by the Undersecretary for Administration. Provided, that allowable communication expenses of those authorized employees shall in no case exceed the amount of PhP1,500.00, subject to the availability of DOE funds, and in line with the prudent use of government resources.
- 2.3. The designated Officers-in-Charge (OICs) of equivalent rank to the above positions shall receive the allowable communication expense covering the period/effectivity of their designation, subject to the existing government accounting and auditing rules and regulations.

### **Section 3. Registration of Official Mobile Numbers**

- 3.1 USERS shall register only one (1) mobile number which shall be considered as the USERS' official number. Said mobile number shall be submitted to the General Services Division (GSD) of the Administrative Services (AS) for recording/directory purposes.
- 3.2 The GSD shall issue a Certification signed and approved by the AS Director, indicating therein the name of the USERS, their enrolled mobile numbers, and monthly communication expense limit, and shall submit the same to the DOE Accounting Division (AD).
- 3.3 The GSD shall likewise be responsible for updating the certified list of USERS, monthly or as necessary, to include new officials or employees or additional authorized employees who are entitled to receive the allowable communication allowance.

### **Section 4. Communication Expenses Incurred during Foreign Travel**

- 4.1 Official and employees concerned may claim the reimbursement of their additional expenses incurred in excess of the allowable rate prescribed in Item 2.1, based on the actual amount of communication expenses incurred, reckoning from the date of departure from the Philippines up to the date of return from said foreign travel. Provided, that the availment of such is done while carrying out official duties and responsibilities. Provided further, that the actual communication expenses incurred for said foreign travel shall not exceed one hundred percent (100%) of the prescribed rate of communication expenses in Item 2.1, regardless of the duration and frequency of travel of the official/employee concerned.

In addition to the monthly certification that the communication expenses incurred are official in nature and necessary to the performance of official duties and responsibilities (*Annex A*), the concerned officials and employees shall be required to submit the following:

- a. Approved Travel Order and Certificate of Travel Completed; and
- b. Other supporting documents related to the communication expenses incurred for official foreign travel, such as but not limited to, monthly bill statement of account, official receipt/invoice and reimbursement expenses receipt.

### **Section 5. Limitation of Allowances**

- 5.1 Communication expenses incurred locally, in excess of the allowed maximum monthly expense, shall be shouldered by the official/employee concerned.
- 5.2 USERS who are on leave of absence (LOA), whether with or without pay, provided that the LOA for 15 calendar days or more or on a study leave or scholarship grants for one (1) whole month or more, shall not be entitled to

receive the communication/mobile allowance. For this purpose, the Human Resources Management Division (HRMD) shall provide the AD a list of said employees.

- 5.3 USERS who are also engaged in projects funded by the Philippine Government shall not be entitled to communication expenses charged against the funds allocated for those projects. In the case of projects funded by foreign entities and/or development partners, USERS may choose to avail themselves of communication expenses either under the DOE's available funds or under the funds allocated for the project.

Under no circumstances shall USERS be permitted to claim reimbursement for communication expenses from both the DOE's available funds and the funds allocated for the project.

## **Section 6. Suspension of the Availment of Communication Expense**

- 6.1 The following USERS who are consistently unreachable in their enrolled numbers shall have their communication allowances suspended:

6.1.1 USERS who did not attend to phone calls and respond to text messages; and

6.1.2 USERS who are constantly unreachable for two (2) consecutive weeks.

- 6.2 The immediate supervisor or superior of USERS found to be consistently unreachable in their enrolled mobile numbers shall submit a report to the AS Director. The AS Director shall accordingly report the same to the AD, through the Director of the Financial Services (FS), for the suspension of the communication allowance.

- 6.3 The lifting of the suspension shall be recommended by the concerned immediate supervisor or superior of USERS once the registered mobile number is regularly reachable, accompanied by an acceptable written justification from the user involved.

## **Section 7. Miscellaneous Provisions**

- 7.1 A general payroll will be prepared by the AD for payment of the communication expenses.

- 7.2 USERS shall prepare a monthly Certification stating that the amount they received was spent for communication expenses used in the discharge of their official functions. Said certification shall be signed by the USERS and their respective immediate superiors (Annex A).

- 7.3 The concerned offices of the USERS shall submit the consolidated monthly Certification to the GSD on or before the 15<sup>th</sup> day of each month.

- 7.4 The GSD shall in turn submit the consolidated attachments to the 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 necessary attachment on the specified deadline will automatically defer the release of the payment of communication expenses for the next month.

- 7.5 Funding for this purpose will be sourced from the Maintenance and Other Operating Expenses (MOOE) of the DOE Regular Fund.
- 7.6 These guidelines shall be subject to existing government accounting and auditing rules and regulations.

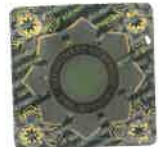
### **Section 8. Repealing Clause**

This DO revokes DO No. DO2021-07-0010. All issuances and circulars inconsistent with this DO are hereby repealed, amended and modified accordingly.

### **Section 9. Effectivity**

These guidelines shall take effect on 01 January 2025.

  
**RAPHAEL P.M. LOTILLA**  
Secretary



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