



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Bonifacio Drive, Port Area, Manila



097.13 DPWH

03.11.2025

MAR 11 2025

DEPARTMENT ORDER )

NO. 41 )

Series of 2025 3/11/2025

**SUBJECT: Guidelines on the Payment of  
Communication Expenses of  
Authorized Personnel**

In light of the issuance of **Budget Circular No. 2024-2** dated August 2, 2024, the following updated rates for communication expenses of qualified government personnel shall be adopted **effective January 2025**.

Salary Grade (SG)	Monthly Communication Expense (In Pesos)
SG-31 and other officials of equivalent rank	8,000.00
SG-30 and other officials of equivalent rank	5,000.00
SG-29 and other officials of equivalent rank	5,000.00
SG-28 or Head of a Department Bureau, Department Regional Director, Head of a Department Service, and other officials of equivalent rank	3,000.00
SG-27 and other officials of equivalent rank	2,500.00
SG-26 or Head of a Bureau Regional Office and other officials of equivalent rank	2,500.00
SG-25 and other officials of equivalent rank	2,000.00
SG-24 and other Department/Agency personnel of equivalent rank	2,000.00
SG-22 and other Department/Agency personnel of equivalent rank	1,500.00

In the case of officials or employees designated as **Chief-of-Staff of the head of agency** occupying a position not equivalent to any of the positions specified in the table above, the maximum allowable monthly communication expenses for said official/employee shall be the next lower rate following the maximum monthly communication expenses authorized for the head of agency concerned.

All payments for communication expenses shall be supported with documentary requirements prescribed under existing budgeting, accounting, and auditing rules and regulations, to include among others, a self-certification that the communication expenses incurred were official in nature and necessary to the performance of official duties and responsibilities (**Annex A**). The payment for subscription shall be made in accordance with the rules and regulations for **reimbursement transactions**, subject to approval of the respective Head of Office.

**All other provisions** of Budget Circular No. 2024-2 dated August 2, 2024 shall be strictly enforced.

This Order supersedes Department Order No. 172, s. 2022, and shall take effect immediately.

**MANUEL M. BONOAN**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



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Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila



**Annex A**

Date \_\_\_\_\_

**CERTIFICATION**

This is to certify the following facts regarding my entitlement to Communication Expenses in accordance with the Budget Circular No. 2024-2 dated August 2, 2024: (check ☐ if applicable and ☒ if not applicable)

- ☐ 1. I have registered my mobile number with the Human Resource and Administrative Service for this purpose;
- ☐ 2. I have rendered (number of days) actual working days for the month of (month and year) substantiated by my (Daily Time Record for Assistant Director and below / Certification of Attendance for Director and above), as attached;
- ☐ 3. Communication expenses incurred in the total amount of ₱ (amount) as per attached official receipts/invoices were within the maximum prescribed rate and were all official in nature and necessary to the performance of my official functions as (position/designation) of (office); and
- ☐ 4. Communication expenses during my official foreign travel in the total amount of ₱ (amount) were within the maximum allowable amount as supported by my approved Travel Order, Certificate of Travel Completed, official receipts/invoices, and reimbursement expense receipt.

This certification is issued to support the reimbursement of said expenses for the period covering (month and year).

**(NAME OF AUTHORIZED OFFICIAL/EMPLOYEE)**

Position/Designation

Approved by:

**(NAME OF IMMEDIATE SUPERIOR)**

Position/Designation