



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

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097.13 DPWH
05-26-2021

MAY 20 2021

DEPARTMENT ORDER)
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NO. 40)
Series of 2021)
*/ 05/26/2021)

**SUBJECT: Additional Guidelines on the
Payment of Communication
Allowance to Authorized Officials
and Personnel**

Pursuant to Department Order No. 115, series of 2020, "Provision of Communication Allowance to Authorized Officials and Personnel and Authority to Subscribe to a Virtual Communications Application and Internet (Wi-Fi) Connection" dated December 16, 2020, the following additional guidelines on the payment of communication allowance are hereby prescribed:

1. The communication allowance as provided under Department Order No. 115, series of 2020 may also be claimed by Officials that have been designated by competent authorities to act as Officer-In-Charge for the said positions.
2. All Regional Project Managers and other Project Managers who are not designated Director or Assistant Director are also entitled to a monthly Communication Allowance amounting to Php 2000.
3. All Attorney III positions in the Regional Offices and in the Legal Service shall be entitled to a monthly Communication Allowance amounting to Php 1000.
4. All Offices concerned shall obtain the Trial Payroll for the Monthly Communication Allowance on the 1st day of preparation month and return the same to the HRMD for processing within two (2) working days upon receipt with complete attachments. The Heads of Office shall certify the correctness of the claim.
5. Claims shall be supported by a Communication Allowance Certification (see annex A) with the following approving authorities:

Approving Authority	Claimants
Self-Certification (see annex B)	Department Secretary, All DPWH Undersecretaries
Undersecretary concerned	Assistant Secretary
MANCOM Members concerned	Chief of Staff
Undersecretary for Support Services	Department Secretary, All DPWH Undersecretaries and Assistant Secretaries, Chief of Staff of the department Secretary and Chief of Staff of MANCOM members
Assistant secretary concerned or Undersecretary concerned (for those who have no designated A/sec)	Bureau/Service and UPMO Directors, Regional Directors
Bureau/Service/UPMO Director	Asst. Bureau/Service/UPMO Directors, Project Managers, Project Division Chiefs, Asst. Division Chiefs, Section Chiefs

Regional Director	Asst. Regional Director, Regional Project Managers, Division Chiefs, Asst. Division Chiefs, Section Chiefs and Regional Public Information Officer
District Engineer	Assistant District Engineer, Section Chiefs and Designated District Information Officer

6. Approving authorities shall be accountable for the accuracy of the certification that the officials and employees claiming communication allowance are compliant with assigned tasks that entail communication expense.

EFFECTIVITY

This Order shall be applied retroactively effective January 2021.



MARK A. VILLAR
Secretary

10.1 MCRNN/MSV/ARM

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

CERTIFICATION

I hereby certify that the following Officials/Employees enlisted hereunder are entitled to Communication Allowance in connection with the activities directly related to the performance of their duties and responsibilities, through their attendance to online meetings and other activities as may be required by their Heads of Offices for the Month of (month) , (year) .

Name of Officials/Employees	Position	Amount Allocation
TOTAL AMOUNT:		

(Approving Official)



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Manila

CERTIFICATION

I, _____, in compliance with Department Order No. _____ series of 2021, entitled "*Additional Guidelines on the Payment of Communication Allowance to Authorized Officials and Personnel*", hereby certify that I utilized communication equipment and applications to attend online meeting and activities in relation to the exercise of my duties and responsibilities as _____ (position) _____ in this Department.

This CERTIFICATION is being issued at DPWH Central Office, Bonifacio Drive, Port Area, Manila, for the purpose of payment of Communication Allowance for the month of _____ (month) _____, _____ (year) _____.

(Signature of Secretary/Undersecretary)