



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

097. 13.0 AWH  
12. 18. 2020

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DEC 16 2020

DEPARTMENT ORDER )  
)  
NO. 115 )  
)  
SERIES OF 2020 )  
12.18.2020

**SUBJECT : Provision of Communication Allowance to Authorized Officials and Personnel and Authority to Subscribe to a Virtual Communications Application and Internet (WiFi) Connection**

### **I. Rationale**

COVID-19 has swept through the workplaces instantaneously, exposing many to new risks and redefining what needs to be done to maintain the quality of services and keep the safety of employees and stakeholders alike. This has led to the adoption of government agencies of the Work from Home (WFH) scheme as an alternative working arrangement, which is now seen to be part of the "new normal".

As interactions have shifted online, even more highly reliant on the use of mobile phones, laptops and other media for communication, it becomes imperative to (1) provide authorized officials and personnel a communication allowance and (2) authorize subscription to a virtual communications application and internet (WiFi) connection for teleconferencing needs. This will help ensure the uninterrupted sharing of information relative to the agency's programs, activities and projects among officials, employees and stakeholders, thereby increasing government transparency and encouraging public trust.

### **II. Policy Statement**

The policy aims to rationalize and standardize the provision of allowance for mobile communication and data services to authorized DPWH officials and personnel to compensate them for the utilization of their personal mobile device or internet service while performing official business outside the normal work schedule or away from work station (remotely).

The policy also aims to authorize the subscription of authorized officials and personnel to a virtual communications application and internet (WiFi) connection for the conduct of webinars, meetings, trainings, and other activities via teleconferencing including electronic submission and receipt of bids per Department Order No. 87, series 2020.

### **III. Scope**

The provision for communication allowance and individual subscription applies to authorized officials and personnel of the Central Office (CO), Regional Offices (ROs) and District Engineering Offices (DEOs) herein listed.

#### **IV. Guidelines**

##### **Communication Allowance**

For this purpose, the Department shall provide authorized officials and personnel a communication allowance in cash for mobile communication and data services consumed in the conduct of official duties and responsibilities:

1. The allowance shall be provided to officials and key personnel occupying regular positions in the agency staffing pattern who have been duly designated by competent authorities to perform the duties and responsibilities attached to the position. In no circumstance shall a Contract of Service (CoS) or Job Order (JO) be allowed to avail of this provision.
2. The authorized officials and personnel referred hereto and the respective maximum allocation per month are as follows:

<b>Central Office</b>	
Secretary	5,000
Undersecretaries	4,000
Assistant Secretaries	3,500
Bureau/ Service/ UPMO Directors	3,000
Assistant Bureau/ Service/ UPMO Directors	2,500
Division Chiefs	2,000
Assistant Division Chiefs	1,500
Section Chiefs	1,000
Chief of Staff of the Secretary	1,500
Chief of Staff of the MANCOM Members	1,000
<b>Regional Office</b>	
Regional Director	3,000
Assistant Regional Director	2,500
Division Chiefs	2,000
Assistant Division Chiefs	1,500
Section Chiefs	1,000
Regional Public Information Officer	1,000
<b>District Engineering Office</b>	
District Engineer	2,500
Assistant District Engineer	2,000
Section Chiefs	1,000
Designated District Information Officer	1,000

3. Charges in excess of the maximum allocation per month shall be for the account of the authorized official or personnel.

## **Subscription to Virtual Communications Application and Internet (WiFi) Connection**

1. The following officials and personnel are authorized to subscribe to a virtual communications application and internet (WiFi) connection:

<b>Central Office</b>
Secretary
Undersecretaries
Assistant Secretaries
Head, Procurement Office/Unit
Chief of Capacity Development Division, HRAS
<b>Regional/District Engineering Office</b>
Regional Director
District Engineer
Head, Procurement Office/Unit

### **V. Payment Procedures**

The provision for communication allowance shall be paid following the rules and regulations standard for payroll transactions. 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 payments shall be supported with documentary requirements prescribed under existing budgeting, accounting, and auditing rules and regulations.

### **VI. Funding Source**

Expenses relative to this provision shall be charged against available Maintenance and Other Operating Expenses (MOOE) with allocation for communication and subscription expenses or available Engineering and Administrative Overhead (EAO) subject to existing budgeting, accounting, and auditing rules and regulations.

### **VII. Effectivity**

This Order shall take effect immediately.



**MARK A. VILLAR**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



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