



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

097.13 DPWH

08.03.2022

AUG 02 2022

DEPARTMENT ORDER )  
NO. 172 )  
SERIES OF 2022 )

A 8/3/2022

**SUBJECT : Guidelines Authorizing the  
Payment of Communication  
Allowance and Subscription  
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 alternative working arrangements which are 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 authorize the (1) payment of communication allowance to and (2) subscription to a virtual communications application and internet (WiFi) connection of authorized officials and personnel of the Department. 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 set forth the guidelines for the payment of communication allowance incurred in the performance of official duties and responsibilities of authorized DPWH officials and personnel.

The policy also aims to allow the subscription of authorized officials and personnel to 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 the payment of communication allowance and subscription expenses 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 to officials and key personnel occupying regular positions in the agency staffing pattern or to Officers-In-Charge 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	10,000
Undersecretaries	8,000
Assistant Secretaries	7,000
Bureau/ Service/ UPMO Directors	5,000
Assistant Bureau/ Service/ UPMO Directors	2,500
Division Chiefs/ Project Managers not designated as Director/Assistant Director	2,000
Assistant Division Chiefs	1,500
Chief of Staff of the Secretary	1,500
Section Chiefs	1,000
Attorney III Positions	1,000
Chief of Staff of the MANCOM Members	1,000
<b>Regional Office</b>	
Regional Director	5,000
Assistant Regional Director	3,000
Regional Project Managers	2,000
Division Chiefs	2,000
Assistant Division Chiefs	1,500
Section Chiefs	1,000
Attorney III Positions	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 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

### Communication Allowance

The provision for communication allowance shall be paid following the rules and regulations standard for **payroll transactions**.

1. All Offices concerned shall obtain the Trial Payroll for the Monthly Communication Allowance on the 1<sup>st</sup> 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.
2. Claims shall be supported by a Communication Allowance Certification (see annex A) with the following approving authorities:

<b>Approving Authority</b>	<b>Claimants</b>
<i>Self-Certification</i> (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

3. 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.

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

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 for communication allowance and subscription 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 supersedes Department Order No. 115, s. 2020 and Department Order No. 40, s. 2021 and takes effect immediately.

  
**MANUEL M. BONOAN**  
Secretary

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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
<b>TOTAL AMOUNT:</b>		

\_\_\_\_\_  
(Approving Official)



Republic of the Philippines  
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**OFFICE OF THE SECRETARY**  
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)**