

DENR Memorandum Order

No- 99- 13

April 14, 1999

SUBJECT : Guidelines On Cell Phone Distribution And Use To Reduce Subscriptions

In compliance with the government's economy measures, Commission on Audits CY 1998 Annual Audit findings and the limited budget for communications (03), it is imperative to reduce bills by limiting the distribution and minimizing the use of cell phones. Hereunder are the guidelines:

1. Authorized Officials/Staff, number of units and limit of billings:

		Number Cell Phone	Billing for Each Unit/Mo
1.1	Secretary	3	No limit
1.2	Secretary's Staff	2	2,000
1.3	USECs	3@	5,000
1.4	ASECs/Service Directors	2@	4,000
1.5	Project Dirs/Managers	2@	2,000
1.6	Others Authorized by the Secretary	1@	1,500

2. Only cell phones entered in the Inventory Reports with assigned property numbers, taken up in the Books of Accounts, duly received by officials/staff concerned as evidenced by Memorandum Receipts shall be authorized for subscription payments. However, billings exceeding the allowable amount shall be paid personally by the accountable official/staff.

3. Copy furnished the Assistant Secretary for Management Services, Resident Auditor, Financial and Management Director and the concerned officials/staff on excess billings.
4. Observe economy by refraining from using cell phones in office-based calls and instead use landline phones.
5. Telephone numbers called shall be checked/verified when necessary by the Task Force on Communications and the offices concerned to validate if calls are personal in nature.
6. All offices concerned in the processing of papers shall be furnished with Memorandum Receipts to facilitate the processing of monthly bill payments.
7. Officials/staff with more than the authorized number of units shall turn over the excess units to the General Services Division, Administrative Service.
8. Payments of cell phone billings that are not in accordance with the above guidelines will not be processed by the General Services, Budget and Accounting Divisions.

This Order takes effect immediately and supersedes all issuance's inconsistent herewith.

(Sgd.) ANTONIO H. CERILLES
Secretary