



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

October 19, 2023

DIVISION MEMORANDUM
No. 228, s. 2023

**MANDATORY SUBMISSION OF CERTIFICATION FOR THE USAGE OF
MONTHLY LOAD ALLOWANCE**

TO : Elementary and Secondary School Heads

To expedite the process of complying with the documents required by the Commission on Audit with regard to the allocation and usage of school heads' monthly load allowance, all school principals/heads are directed to provide the Office of the Schools Division Superintendent with a **self-certification** that their allocated monthly load allowances were indeed directly used for official purposes. Attached is the template of the certification.

For information, dissemination, guidance and compliance.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



Sorsogon Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph

THE VILLAGE, INC. – Total Holistic Education through Vibrant Integrated Linkages
with Leaderships, Alliances, Groups & Entities to Individually Nurture Children



CIP 5461/21/05/1163

Self-Certification: Monthly Load Allowance Utilization for Official Purposes

I, _____, hereby certify that the monthly load allowance provided to me by (DepEd/School Name) was used solely for official purposes during the period of (Month/Year). I understand the importance of maintaining transparency and accountability in the utilization of the Department's resources. Therefore, I affirm that the allocated load allowance was utilized exclusively for official tasks, including but not limited to:

1. Communication: The load allowance was used for making official calls, sending work-related text messages, and accessing work-related applications or services that require mobile data usage.

2. Email and Internet Usage: The load allowance was utilized for accessing official emails, conducting research, and performing work-related tasks that required internet connectivity.

3. Remote Work: In cases where remote work was necessary, the load allowance was used to establish a stable internet connection, enabling me to fulfill my official responsibilities efficiently.

4. Collaborative Tools: The load allowance was utilized for using collaboration tools, such as video conferencing platforms, project management software, and other applications necessary for official communication and coordination.

I acknowledge that any misuse or unauthorized utilization of the monthly load allowance is strictly prohibited and may result in disciplinary action as per the policies and regulations of the Department of Education. By signing this self-certification, I affirm that the information provided is true and accurate to the best of my knowledge. I understand that providing false information or misusing the load allowance may lead to consequences, including reimbursement of the misused amount and potential disciplinary measures.

Signature: _____ Date: _____