



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS



COMMISSION EN BANC
 Resolution No. 05 Series of 2024

RESOLUTION PRESCRIBING GUIDELINES FOR THE PROVISION OF CELLULAR PHONE ALLOWANCE/TELEPHONE EXPENSES-MOBILE FOR THE OFFICIALS AND EMPLOYEES OF THE NATIONAL COMMISSION ON MUSLIM FILIPINOS

WHEREAS, President Ferdinand R. Marcos, Jr.'s transformative policy prescribes the digitalization of vital services of government agencies to facilitate the ease of doing business and combat graft and corruption.

WHEREAS, the NCMF is mandated to preserve and develop the culture, tradition, institutions, and well-being of Muslim Filipinos, in conformity with the country's laws and in consonance with national unity and development.

WHEREAS, there is a need for NCMF to implement cost-saving measures to streamline its current services and procedures.

WHEREAS, the NCMF Information Systems Strategic Plan (ISSP), endorsed by the Department of Information and Communication Technology (DICT) and included in the 2024 General Appropriation Act (General Administration and Support Services -GAAS), provides telephone expenses mobile, for officials and employees of the Commission, as one of its ICT programs and development strategies.

WHEREAS, to facilitate prompt actions and resolution of all government transactions efficiently, the NCMF shall provide cellular/communication allowance to officials and employees, which makes them reachable or accessible for calls, SMS, email, and other necessary communication platforms.

NOW, THEREFORE, in consideration of the preceding premises, this Commission hereby adopts the following guidelines, to wit:

SECTION 1. ENTITLEMENTS FOR THE CELLULAR PHONE ALLOWANCE/TELEPHONE EXPENSES-MOBILE

The Secretary, the Commissioners, the Executive Director, the Deputy Executive Director, the Bureau Directors, the Service Directors, the Regional Directors and the Division Chiefs shall be entitled to cellular phone allowance/telephone expenses-mobile.

As for other rank-and-file employees, recommendation based upon justifiable reason/s from their immediate supervisor may be submitted to the Office of the Director for Administrative Service (AS) for evaluation and approval.

Full:

The following shall be the allocated amount for cellular phone allowance/telephone expenses-mobile per users:

Users	Amount
Secretary	P20,000.00
Commissioner	P5,000.00
Executive Director	
Deputy Executive Director	P3,500.00
Regional Director	
Bureau Director	
Service Director	
Division Chief	P1,500.00
Other rank-and-file employees	P600.00

SECTION 2. ENROLLMENT OF OFFICIAL MOBILE NUMBER

- 2.1 Users eligible to receive telephone expenses-mobile shall enroll their mobile number with the General Services Division (GSD) of the Administrative Service (AS), which should be reachable or accessible during office hours and for urgent matters, beyond office hours, for calls, SMS, email, and other communication platforms.
- 2.2 The GSD shall submit the list of enrolled mobile numbers for approval of the AS Director, indicating the name of users, their enrolled mobile number, and monthly communication expense limit, and shall submit the same to the Accounting Division, Finance Management Service (FMS) for payment of the telephone expenses-mobile/ allowance.

SECTION 3. LIMITATION OF CELLULAR PHONE ALLOWANCE/TELEPHONE EXPENSES-MOBILE

- 3.1 The monthly cellular phone allowance/telephone expenses-mobile of users shall not exceed the allowable limits regardless of official foreign and local travel.
- 3.2. Users on leave of absence for 1 month or more shall not be entitled to receive the communication expense. The HRDD shall provide a list of employees on leave of absence, specifying the duration of leave so that GSD can validate its list.
- 3.3. Users already receiving telephone expenses-mobile or mobile plans chargeable to the NCMF budget are also not entitled to said allowance.
- 3.4. Employees under job order and contractual status are also not entitled to receive the telephone expenses-mobile/allowance.

SECTION 4. SUSPENSION OF CELLULAR PHONE ALLOWANCE/TELEPHONE EXPENSES-MOBILE

- 4.1 Users who are consistently unreachable through their enrolled number will have their telephone expenses-mobile suspended. A report on the inaccessibility of a registered mobile number of users shall be submitted to

GSD by the Immediate Supervisor of the concerned Bureau/Service and/or Office (Annex A). The GSD shall transmit the same to FMS for the suspension of telephone expenses-mobile/allowance.

- 4.2 The suspension shall be lifted upon recommendation of Immediate Supervisor provided that the user becomes regularly reachable or upon submission of satisfactory/valid written justification of the official/employee concerned.

SECTION 5. REGIONAL OFFICES

5.1

Users eligible to receive telephone expenses-mobile shall enroll their mobile number with the Supply Officer, Administrative and Finance Division (AFD), which should be reachable or accessible during office hours and for urgent matters, beyond office hours, for calls, SMS, email, and other communication platforms.

5.2 The Supply Officer shall submit the list of enrolled mobile numbers endorsed by the Chief, AFD and approval of the Regional Director, indicating the name of users, their enrolled mobile number, and monthly telephone expenses-mobile limit, and shall submit the same to the Accountant, AFD and submit required documents to the Chief Accountant, Finance and Management Service (FMS) for sub-allotment to the regional offices and/or payment of telephone expenses-mobile.

5.3 The entire provisions of Section 3 entitled Limitation of Cellular Phone Allowance/Telephone Expenses-Mobile, shall also be observed. The Personnel Officer, AFD, shall provide a list of employees on leave of absence, specifying the duration of leave so that the Supply Officer can validate its list.

5.4 The entire provisions of Section 4 entitled Suspension of Cellular Phone Allowance/Telephone Expenses-Mobile shall also be observed, except that instead of GSD, the Supply Officer, AFD, of regional office concerned shall make a report on the inaccessibility of a registered mobile number of users and shall be submitted to the Accountant and the Chief, AFD and Regional Director shall report it to the Director and Chief Accountant, FMS for the suspension of telephone expenses-mobile.

The suspension shall be lifted upon recommendation of Immediate Supervisor of the concerned Division/Office, endorsed by the Chief, AFD and approved by the Regional Director, provided that the user becomes regularly reachable or upon submission of satisfactory/valid written justification of the official/employee concerned.

5.5 All other applicable sections and provisions shall also be fully complied and adhered to.

SECTION 6. MISCELLANEOUS PROVISIONS

- 6.1 The Finance and Management Service (FMS) through its Accounting Division shall prepare the general payroll for the payment of telephone expenses-mobile.



- 6.2 Each office shall prepare monthly list stating each user and respective amount they received for cellular phone allowance/telephone expenses-mobile use in the discharge of their official functions for the previous month. Said list shall be signed by the users and their respective immediate supervisor / director of concerned Bureau/Service/Office (Annex B).
- 6.3 Concerned Bureau/Service/Office shall submit the Certification to the GSD every 15th day of the month
- 6.4 The GSD, Administrative Service shall submit the consolidated certifications to the Chief Accountant/Director, Finance and Management Service not later than the 20th day of the month. The telephone expenses-mobile/reimbursement shall be paid within the first five (5) working days of the succeeding month.
- Failure of the concerned offices to submit the Certification on the specified deadline will automatically defer the release of their corresponding telephone expenses-mobile/allowance for the next month.
- 6.5 Funding will be sourced from the General Administration and Support Services (GASS).
- 6.6 These guidelines shall be subject to existing government accounting and auditing rules and regulations.

NOW, WHEREFORE, the Commission **RESOLVES** as it is hereby **RESOLVED**, to approved the GUIDELINES FOR THE PROVISION OF CELLULAR PHONE ALLOWANCE/TELEPHONE EXPENSES-MOBILE FOR THE OFFICIALS AND EMPLOYEES OF THE NATIONAL COMMISSION ON MUSLIM FILIPINOS.

RESOLVED FURTHER, that all concerned officials and employees shall comply with all the necessary requirements and documents in accordance with existing laws, rules and regulations.

Approved and signed by the undersigned Commissioners, this 6th of March of 2024, Quezon City, Philippines.


YUSOPH J. MANDO
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