

DRN: FMG-RPAO-A-COMM-21-02-15772-C

MEMORANDUM

FOR : ALL HEADS OF OFFICES BUREAUS SERVICES
Central and Field Offices

FROM : THE UNDERSECRETARY

SUBJECT : FINANCIAL MANAGEMENT GUIDELINES NO. 9, SERIES OF 2021: REQUIRED DETAILS OF BILLING FOR POSTPAID PLANS PAYMENT CLAIMED FOR REIMBURSEMENT AGAINST GOVERNMENT FUNDS

DATE : 02 FEBRUARY 2021

This pertains to the implementation of Administrative Order No. 19, series of 2019 or the Guidelines on Allocation for DSWD Personnel for Mobile Communications and Data Services. One of the modes for eligible availment of the allocation is through the reimbursement of individual postpaid plan.

Please be informed that **only billed amounts corresponding to data, calls, and text messages** shall be reimbursed against the government funds. Any other portions of billed amount, such as but not limited to gadget fee, application download fee, application subscription fee (i.e. Netflix, Spotify, Apple Music, iTunes, Amazon Prime Video) are **NOT ELIGIBLE** for reimbursement.

On this, the Statement of Account (SoA) attached as one of the supporting documents for the reimbursement claim must show, in minimum, the following details:

1. The Account Name which must be the employee claiming for the reimbursement;
2. The Account Number and the Primary Number which must be the same with the Contact Number of the claimant approved for data and communication allocation;
3. The Total Amount of Bill; and
4. **The details or the breakdown of the billed amount.**

Attached is a sample postpaid bill with the aforementioned minimum details required.

For strict compliance.



JOSE ERNESTO B. GAVIOLA

WCB/JSC/222

1056200688
 1056200688

Bill no. 41

Page 1 of 3

Mrs.

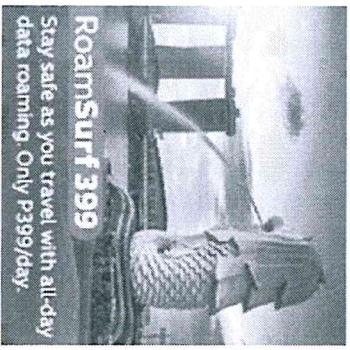
Amount to Pay
 (includes tax)
Php 999.00

Account Number: 105
 Billing Period: 12/1/20 to 01/10/21
 Billing Cycle: 91
 Billing Date: 01/31/21

The PLAN 999

Statement Summary

Charges For This Month	
Monthly Recurring Fee	P 999.00
Monthly Plan	
Total	Php 999.00
Previous Bill Activity	
Previous Bill Amount	P 999.00
Less:	
Payment	P 999.00
Remaining Balance (Due Immediately)	P 0.00
Amount to Pay	P 999.00



Please examine your Statement of Account immediately. If no discrepancy is reported within 30 days from the bill's cut-off date, the contents of this statement will be considered correct.

For detailed information on our services, please visit our website at www.globe.com.ph. For more information on our services, please visit our website at www.globe.com.ph. For more information on our services, please visit our website at www.globe.com.ph.

Pay your Globe bills at any of our convenient payment channels

- Same-day Posting**
 - Globe Prepaid
 - Globe Postpaid
 - Globe Credit
 - Globe Debit
 - Globe Savings
 - Globe Loan
 - Globe Insurance
 - Globe Health
 - Globe Education
 - Globe Travel
 - Globe Entertainment
 - Globe Services
 - Globe Utilities
 - Globe Insurance
 - Globe Health
 - Globe Education
 - Globe Travel
 - Globe Entertainment
 - Globe Services
 - Globe Utilities
- Other Payment Channels**
 - Globe ATM
 - Globe POS
 - Globe QR
 - Globe Mobile
 - Globe Web
 - Globe App
 - Globe Kiosk
 - Globe Counter
 - Globe Agent
 - Globe Branch
 - Globe Office
 - Globe Store
 - Globe Mall
 - Globe Center
 - Globe Plaza
 - Globe Park
 - Globe Square
 - Globe Street
 - Globe Avenue
 - Globe Boulevard
 - Globe Drive
 - Globe Lane
 - Globe Court
 - Globe Way
 - Globe Road
 - Globe Expressway
 - Globe Freeway
 - Globe Highway
 - Globe Interchange
 - Globe Junction
 - Globe Roundabout
 - Globe Overpass
 - Globe Underpass
 - Globe Tunnel
 - Globe Bridge
 - Globe Dam
 - Globe Lock
 - Globe Canal
 - Globe River
 - Globe Stream
 - Globe Lake
 - Globe Pond
 - Globe Reservoir
 - Globe Dam
 - Globe Lock
 - Globe Canal
 - Globe River
 - Globe Stream
 - Globe Lake
 - Globe Pond
 - Globe Reservoir
- Interact Banking**
 - Globe Netbank
 - Globe Mobile
 - Globe App
 - Globe Kiosk
 - Globe Counter
 - Globe Agent
 - Globe Branch
 - Globe Office
 - Globe Store
 - Globe Mall
 - Globe Center
 - Globe Plaza
 - Globe Park
 - Globe Square
 - Globe Street
 - Globe Avenue
 - Globe Boulevard
 - Globe Drive
 - Globe Lane
 - Globe Court
 - Globe Way
 - Globe Road
 - Globe Expressway
 - Globe Freeway
 - Globe Highway
 - Globe Interchange
 - Globe Junction
 - Globe Roundabout
 - Globe Overpass
 - Globe Underpass
 - Globe Tunnel
 - Globe Bridge
 - Globe Dam
 - Globe Lock
 - Globe Canal
 - Globe River
 - Globe Stream
 - Globe Lake
 - Globe Pond
 - Globe Reservoir
- ATM**
 - Globe ATM
 - Globe POS
 - Globe QR
 - Globe Mobile
 - Globe Web
 - Globe App
 - Globe Kiosk
 - Globe Counter
 - Globe Agent
 - Globe Branch
 - Globe Office
 - Globe Store
 - Globe Mall
 - Globe Center
 - Globe Plaza
 - Globe Park
 - Globe Square
 - Globe Street
 - Globe Avenue
 - Globe Boulevard
 - Globe Drive
 - Globe Lane
 - Globe Court
 - Globe Way
 - Globe Road
 - Globe Expressway
 - Globe Freeway
 - Globe Highway
 - Globe Interchange
 - Globe Junction
 - Globe Roundabout
 - Globe Overpass
 - Globe Underpass
 - Globe Tunnel
 - Globe Bridge
 - Globe Dam
 - Globe Lock
 - Globe Canal
 - Globe River
 - Globe Stream
 - Globe Lake
 - Globe Pond
 - Globe Reservoir
- Mobile Banking**
 - Globe Netbank
 - Globe Mobile
 - Globe App
 - Globe Kiosk
 - Globe Counter
 - Globe Agent
 - Globe Branch
 - Globe Office
 - Globe Store
 - Globe Mall
 - Globe Center
 - Globe Plaza
 - Globe Park
 - Globe Square
 - Globe Street
 - Globe Avenue
 - Globe Boulevard
 - Globe Drive
 - Globe Lane
 - Globe Court
 - Globe Way
 - Globe Road
 - Globe Expressway
 - Globe Freeway
 - Globe Highway
 - Globe Interchange
 - Globe Junction
 - Globe Roundabout
 - Globe Overpass
 - Globe Underpass
 - Globe Tunnel
 - Globe Bridge
 - Globe Dam
 - Globe Lock
 - Globe Canal
 - Globe River
 - Globe Stream
 - Globe Lake
 - Globe Pond
 - Globe Reservoir
- Auto Pay (Final via Credit Card Provider)**
 - Globe Netbank
 - Globe Mobile
 - Globe App
 - Globe Kiosk
 - Globe Counter
 - Globe Agent
 - Globe Branch
 - Globe Office
 - Globe Store
 - Globe Mall
 - Globe Center
 - Globe Plaza
 - Globe Park
 - Globe Square
 - Globe Street
 - Globe Avenue
 - Globe Boulevard
 - Globe Drive
 - Globe Lane
 - Globe Court
 - Globe Way
 - Globe Road
 - Globe Expressway
 - Globe Freeway
 - Globe Highway
 - Globe Interchange
 - Globe Junction
 - Globe Roundabout
 - Globe Overpass
 - Globe Underpass
 - Globe Tunnel
 - Globe Bridge
 - Globe Dam
 - Globe Lock
 - Globe Canal
 - Globe River
 - Globe Stream
 - Globe Lake
 - Globe Pond
 - Globe Reservoir

For details of your charges please see inside pages.
 Payments made after your last bill will be considered as advance payment for the next bill.
 Amount is inclusive of Overseas Communication Tax, if applicable.

Thank you for your payment.



