



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION  
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14 February 2022

**MEMORANDUM NO. 11**

Series of 2022

**TO : All Concerned**

**SUBJECT: Official Use of Smart Mobile Phones**

It has come to our attention that some post-paid mobile phones have exceeded the amount of their monthly plan mostly due to excessive data usage.

Please be reminded that the main purpose of subscribing to a mobile data post-paid plan is to gradually phase out our telephone landlines. Post-paid mobile plans have unlimited calls and texts to all networks plus a mobile data allocation of 2 Gigabytes. This enables the University to save on resources as paying long-distance landline calls are avoided.

In view of this, please be informed that the University shall only pay for the subscribed amount of the post-paid mobile plan. Any excess usage and the additional charges incurred therein shall be borne by the office/person concerned. Reimbursement of payment for subscription shall be done monthly.

Thank you for your usual support and cooperation.

  
**ROLANDO T. BELLO**  
Vice Chancellor