

Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Mandaluyong City

PROFESSIONAL EDUCATION, TRAINING AND RESEARCH OFFICE

Guidelines on the Provision of Free Data Allowance for Training Purposes:

1. Request for free data allowance for training purposes is applicable to the following employees:
 - a. Working-From-Home; or,
 - b. Inside the NCMH premises but the place of assignment has no or with limited internet access.
2. The amount of free Data allowance for online training shall be as follows:
 - 1 to 5 days – 75 php
 - 6 to 11 days – 150 php
 - 12 to 16 days – 225 php
 - 17 to 30 days – 300 php

(As per Department of Budget and Management Circular No. 2021-7)
3. Immediately after the training, the employee shall go to the PETRO and sign the “Certification of Expenses Not Requiring Receipt or CENRR Form”.
4. The employee shall complete the online training activity. Otherwise, s/he must submit an explanation letter addressed to the Chief PETRO for failure to attend or complete the training. S/he shall also refund to PETRO the full amount of data allowance received.

Step-by-step process on how to avail the free data allowance for training purposes:

1. **Register** to the Google Form “*Registration Form: NCMH Employees for Free Data Allowance for Training Purposes*” through the link or scan the QR code provided below:

Google Form link: [**bit.ly/PETRODataAllowance**](https://bit.ly/PETRODataAllowance)

QR code:



2. Successful registrants will **receive a text message** regarding the status of registration within the day upon submission.
3. The data allowance **will be received at the start of the learning activity**.
4. Immediately after the training, the employee shall **go to the PETRO and sign** the “Certification of Expenses Not Requiring Receipt or CENRR Form”.

Should you have further questions, you may contact us at (02) 8531-9001 local nos. 258 or 1815 or email us at petro@ncmh.gov.ph.