



Republic of the Philippines  
Department of Education  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memo. 90, 2022

MEMORANDUM

TO : **ALL EMPLOYEES**  
This Division

FROM : **FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

SUBJECT : **SIGNATORIES OF DOCUMENTS/TRANSACTIONS**

DATE : **March 1, 2022 12:15 dawn**

It is reflected in the reports to the Region IX Office that there are documents/transactions that the Schools Division of Dapitan City has been lagging behind.

Though the superintendent had been reminding co-workers of respective responsibilities, particularly on the PROMPT ACTION/SIGNING of documents/transactions, and despite the schools' division had already committed to "DO RIGHT" even before the assumption of the current superintendent, and despite being ISO Certified, there are still persisting WRONG PRACTICES which adversely affect the performance of Dapitan City.

This midnight the superintendent RETURN WITHOUT ACTION some documents/transactions for having incomplete signatures.

All Chairpersons of Committees and in-charge of preparation of documents are to inform all signatories to come to the office to sign immediately prepared documents/transactions needing respective signatories, and must provide feedback to the superintendent for those who failed. **It is a reminder that as public servants we are bound to be in office when needed despite the pandemic unless you are sick or contaminated.**

The concerned officers are reminded to already ask the schools qualified to implement the expanded limited face-to-face classes to immediately submit materials to be procured to avoid another unacceptable delay, and it is expected that actual procurement be adjusted to the amount in the SUB-ARRO once received, then attached on the last page the SUB-ARRO for each procurement thereafter.



Department of Education  
Division of Dapitan City  
**RELEASED**  
NO 90 DATE 03/01/22  
TIME 9:31 BY Jen