



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

28 December 2023

DIVISION MEMORANDUM

No. 623, s. 2023

**POLICY ON SIGNING AUTHORITIES FOR ADMINISTRATIVE, FINANCIAL,
CURRICULUM IMPLEMENTATION AND SCHOOL GOVERNANCE AND
OPERATIONS MATTERS IN THE SCHOOLS DIVISION OF DAPITAN CITY**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD& CID)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

Pursuant to DepEd Order No. 001, s. 2023 or the Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities and in keeping up with current issuances and policies, the Schools Division of Dapitan City prescribes the signing authorities for administrative, financial, curriculum implementation and school governance and operations matters of all functional divisions, sections, units and schools.

Attached herewith is the policy on signing authorities for widest dissemination.

DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent



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**POLICY ON SIGNING AUTHORITIES FOR ADMINISTRATIVE, FINANCIAL,
CURRICULUM IMPLEMENTATION AND SCHOOL GOVERNANCE AND
OPERATIONS MATTERS IN THE SCHOOLS DIVISION OF DAPITAN CITY**

I. BACKGROUND AND RATIONALE

In response to the evolving educational priorities, the Department of Education (DepEd) acknowledges the necessity for a streamlined organizational structure and optimized systems and processes. Recognizing that efficient organizational operations are essential to achieving performance goals, DepEd aims to close structural gaps and eliminate bottlenecks that hinder organizational performance. This initiative aligns with the national goal to provide access to education with an emphasis on providing quality education to meet the evolving needs of students.

In pursuit of this goal, the department issues DepEd Order No. 008, s. 2021 or the *Revised Signing Authorities for Administrative and Financial Matters in the Department of Education*. This directive is in accordance with the provisions of Republic Act No. 11032, known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, and its *Implementing Rules and Regulations*. The Act seeks to promote integrity and accountability in government service, efficient management of public affairs, and the prevention of graft and corruption.

The policy covers DepEd-Dapitan City functional divisions, sections, units and schools and serves as a comprehensive guide for employees, clients, and stakeholders involved in various office transactions and procedures. Its overarching objective is to establish accountability by delegating clear signing authorities. Through this policy, DepEd-Dapitan City aims to clarify and streamline systems and procedures to attain overall efficiency.

Thus, a contextualized policy on signing authorities for administrative, financial, curriculum implementation and school governance and operations matters in the Schools Division of Dapitan City emerges as a strategic response to the changing educational challenges, aligning with national issuances, promoting efficiency, accountability, and integrity in its services. By fostering a more transparent and accountable system, this policy aims to contribute to the improved delivery of quality basic education and other services to Filipino learners and stakeholders in the division.

II. SCOPE OF THE POLICY

This policy covers all functional divisions, sections, units, and schools across all governance levels of the Schools Division of Dapitan City, and shall guide all employees, clients, and stakeholders on accountabilities from various financial, administrative, curriculum implementation and school governance and operations transactions and procedures in the respective offices. Other transactions requiring delegation of signing



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authority not specified in this policy will be covered by the respective issuances of program or process owners concerned.

III. POLICY STATEMENT

This policy establishes accountability by delegating the signing authorities on financial, administrative, curriculum implementation and school governance and operations transactions in support of the operations of the Schools Division of Dapitan City, seeking to clarify and streamline the systems and procedures in the Schools Division of Dapitan City.

I. Curriculum Implementation Matters

Report/Form	Recommending Approval	Approval
School Heads		
a. Instructional Supervisory Plan (ISP)	PSDS/PICD	CES (CID)
b. Performance Monitoring and Coaching Forms (PMCF)	PSDS/PICD	CES (CID)
c. ZAMPENTAM Forms 1, 2, 3, 4	Reviewed by: PSDS/PICD	CES (CID)
d. Programs, Projects and Activities (PPAs) Proposals <i>(related to CID)</i>	PSDS/PICD	CES (CID)
e. Accomplishment Report	PSDS/PICD	CES (CID)
f. Master Program	PSDS/PICD	CES (CID)
EPS/PSDS/PICD		
f. Instructional Supervisory Plan (ISP) <i>(PSDS/PICD)</i>		CES (CID)
g. Monitoring and Evaluation Plan (MEP) (EPS) <i>(related to CID)</i>		CES (CID)
h. Performance Monitoring and Coaching Forms (PMCF)		Noted by: CES (CID)
i. ZAMPENTAM Forms 1, 2, 3, 4		CES (CID)
j. CS Form 48 - DTR		CES (CID)
k. CS Form 6	CES (CID)	ASDS



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l. Programs, Projects and Activities (PPAs) Proposals		CES (CID)
m. Training Proposals	CES (CID)	SDS/ASDS
o. Annual Implementation Plan (AIP)		CES (CID)
p. Performance Monitoring Report (PMR)		CES (CID)
q. Monitoring and Evaluation Plan (MEP) <i>(related to CID)</i>		CES (CID)
Teachers, Head Teachers (Subject Area & Master Teachers)		
r. Programs, Projects and Activities (PPAs) Proposals	School Head/HT	CES (CID)
s. Accomplishment Report	School Head/HT	CES (CID)
t. Teacher's Program	School Head/HT	PSDS/PICD

II. School Governance and Operations Matters

Report/Form	Recommending Approval	Approval
School Heads		
a. Annual Implementation Plan (AIP)	PSDS/PICD	SDS/ASDS
b. Annual Procurement Plan (APP)	PSDS/PICD	SDS/ASDS
c. Annual and Bi-Monthly School Operating Budget (SOB)	PSDS/PICD	SDS/ASDS
d. Performance Monitoring Report (PMR)	PSDS/PICD	SDS/ASDS
e. Program Implementation Review (PIR) Report (Quarterly)	PSDS/PICD	CES (SGOD)
f. Programs, Projects and Activities (PPAs) Proposals <i>(related to SGOD)</i>	PSDS/PICD	CES (SGOD)
g. Training Proposal	PSDS/PICD	CES (SGOD)
h. Accomplishment Report	PSDS/PICD	CES (SGOD)
i. Monitoring and Evaluation Plan <i>(related to SGOD)</i>	PSDS/PICD	CES (SGOD)



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EPS (SGOD)/SEPS/EPS2/PO III/PDO I/PDO II/Dentist II/Nurse II/DepEd Engineer		
j. Annual Implementation Plan (AIP)	SEPS	CES (SGOD)
k. Performance Monitoring Report (PMR)	SEPS	CES (SGOD)
l. Monitoring and Evaluation Plan (MEP) <i>(related to SGOD)</i>	SEPS	CES (SGOD)
m. Performance Monitoring and Coaching Forms (PMCF)		Noted by: CES (SGOD)
n. ZAMPENTAM Forms 1, 2, 3, 4	Reviewed by: SEPS	CES (SGOD)
o. CS Form 48 - DTR		CES (SGOD)
p. CS Form 6	CES (SGOD)	ASDS
q. Programs, Projects and Activities (PPAs) Proposals	SGOD	SDS/ASDS
r. Training Proposals	SGOD	SDS/ASDS

III. Administrative Matters

Personnel Appointments

1. Employees and Teaching Personnel

Office/Position	Certification		Approving Authority
	Compliance with Requirements	Screening and Qualification of Appointees	
a. Division Chief and below	Administrative Officer V	ASDS	SDS
b. School Head and below			

2. Designation of Officers-In-Charge

Office/Position	Recommending Approval	Approval
a. Division Chief, Section Heads and School Heads	ASDS	SDS

A. Personnel Movements

1. Reassignment and Transfer of DepEd Employees to another functional divisions/sections



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Position	Within the SDO	
	Recommending Approval	Approval
a. Division Chief and Section Heads	ASDS	SDS
b. Below Division Chief and Section Heads	Division Chief/Section Head and ASDS	SDS
c. School Head	ASDS	SDS
d. Teaching and Non-teaching positions in the school	School Head and ASDS	SDS

B. Official Local Travel

Office/Position	Recommending Authority	Approving Authority
a. SDS	None	RD (for destinations outside the Division only)
b. ASDS	SDS (for destinations outside the Division only)	RD (for destinations outside the Division only)
	None (for destinations within the Division)	SDS (for destinations within the Division only)
c. Division Chief, Section Head & below including PSDS/PICD	ASDS	SDS
d. School Head	ASDS	SDS
e. Teaching personnel and Non-Teaching personnel (for destination within the Division)	None	School Head
e. Teaching personnel and Non-Teaching personnel (for destination outside the Division)	School Head	SDS

C. Personal Foreign Travel

Office/Position	Recommending Authority	Approving Authority
a. SDS and ASDS	RD	Undersecretary for HROD



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b. Division Chief, Section Head and Below, including PSDS	SDS	RD
c. School Head	SDS	RD
d. Teaching personnel and Non-Teaching personnel	SDS	RD

D. Permission to Study, Teach or Practice a Profession

Office/Position	Recommending Authority	Approving Authority
a. SDS and ASDS	RD	Undersecretary for HROD
b. Division Chief and Section Head	ASDS	SDS
c. Below Division Chief and Section Head	Division Chief and Section Head	SDS
d. School Head/Head Teacher	ASDS	SDS
e. Teaching and Non-teaching Personnel	School Head and ASDS	SDS

E. Application for Sick/Vacation/Study/Maternity/Paternity Leave and Grant of Service Credits for Teachers and Compensatory Overtime Credit for Non-Teaching and Related teaching Personnel

i. Sick/Vacation/Study/Maternity/Paternity Leave

Office/Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
a. SDS/ASDS	ARD	RD	ARD	Undersecretary for Operations
b. Division Chief and Section Head	ASDS	SDS		
c. Below Division Chief and Section Head	Division Chief/Section Head	ASDS	Division Chief/Section Head and ASDS	SDS
d. School Head/Head Teacher/TIC	ASDS	SDS	ASDS	SDS



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e. Teaching and Non-teaching personnel	School Head	ASDS	School Head and ASDS	SDS
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ii. Grant of Service Credit of Teachers and Compensatory Overtime Credit (COC) for Non-Teaching Personnel and Related Teaching

The Special Order for the grant of service credits for teachers shall be signed by the SDS upon recommendation of the School Head. DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grants of Vacation Service Credits to Teachers, with DepEd Order No. 84, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers, and CSC & DBM Joint Circular No. 2, s. 2004, "Non-monetary Remuneration for Overtime Services Rendered" shall be used as basis in the grant of Service Credits and Compensatory Overtime Credits.

F. Retirement

Particulars	Schools Division Office
On cash advances, accounts receivable and travelling expenses paid in advance	Accountant III
On cash accountability	Accountant III
On Provident Fund Loan	Accountant III
On property accountability	AO V (Administrative Services)
On attendance records and salary overpayment	AO V (Administrative Services)
On pending administrative case	Legal Officer-Designate
On records borrowed	AO IV (Records)
On books/materials borrowed	Librarian or counterpart
Tools, Instruments and Equipment borrowed	AO IV (Supply)
Approval	SDS



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G. Resignation

Office/Position	Recommending Approval	Approval
a. Division Chief/Section Head	ASDS	SDS
b. Below Division Chief/Section Head	Division Chief/Section Head	SDS
c. School Head/Head Teacher	ASDS	SDS
d. Teaching and Non-Teaching Personnel	School Head and ASDS	SDS

H. Termination of Appointment and Dropping from the Rolls

Office/Position	Recommending Approval	Approval
a. SDS/ASDS	Secretary	President of the Republic of the Philippines
b. Division Chief/Section Head	ASDS	SDS
c. Below Division Chief/Section Head	Division Chief/Section Head and ASDS	SDS
d. School Head/Head Teacher	ASDS	SDS
e. Teaching and Non-Teaching Personnel	School Head and ASDS	SDS

I. Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI)

Office/Position	Recommending Approval	Approval
a. SDS/ASDS	Chief of Personnel Division and BHRD Director	Undersecretary for HROD
b. Division Chief and below	ASDS	SDS
c. Below Division Chief/Section Head	AO V (Administrative Services) and ASDS	SDS



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d. School Head/Head Teacher/Teaching and Non-Teaching Personnel	AO V (Administrative Services) and ASDS	SDS
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J. Equivalent Record Form (ERF)

Endorsement (School)	Recommending Approval (SDO)	Approval (RO)
a. School Head	AO V (Administrative Services) and SDS	Regional Director

K. Authority to Render Overtime Services

Governance Level	Recommending Approval	Approval
a. Division Chief and below	ASDS	SDS

L. Property and Supply Issuances
Division Office

Forms	Recommending Approval	Approval
a. Report on the Physical Count on Inventories (RPCI)	Administrative Officer V	SDS
b. Report on the Physical Count of Property, Plant and Equipment (RPCPPE)	Administrative Officer V	SDS
c. Report of Supplies and Materials Issued (RSMI)	Administrative Officer IV (Supply)	Administrative Officer V
d. Inspection and Acceptance Report (IAR)	Inspection Officer/Inspection Committee	Administrative Officer IV (Supply)
e. Waste Materials Report (WMR)	Administrative Officer IV (Supply)	Chairman, Disposal Committee
f. Relief of Accountability-Semi Expendables	Property Custodian	Administrative Officer V



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g. Relief of Accountability – PPE	Administrative Officer V	COA-DO
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Forms	Requesting Party	Approval
h. Inventory and Inspection Report of Unserviceable Property (IIRUP)	Administrative Officer IV (Supply)	Chairman, Disposal Committee
i. Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	Administrative Officer IV (Supply)
j. Report on Lost, Stolen, Damaged, Destroyed Property	Accountable Officer (DepEd Employee), noted by Immediate Supervisor	COA-DO

Forms	Issuing Party	Receiving Party
k. Inventory Custodian Slip (ICS)	Administrative Officer IV (Supply)	Accountable Officer
l. Property Acknowledgment Receipt (PAR)	Administrative Officer IV (Supply)	Accountable Officer
m. Property Transfer Report (PTR)	Division Supply Officer	Accountable Officer

Elementary and Non-IU Secondary Schools

Forms	Recommending Approval	Approval
a. Report on the Physical Count on Inventories (RPCI)	Administrative Officer IV (Supply)	SDS
b. Report on the Physical Count of Property, Plant and Equipment (RPCPPE)	Administrative Officer IV (Supply)	SDS



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c. Report of Supplies and Materials Issued (RSMI)	Administrative Officer IV (Supply)	SDS
d. Inspection and Acceptance Report (IAR)	Inspection Officer/Inspection Committee	Administrative Officer IV (Supply)
e. Waste Materials Report (WMR)	Administrative Officer IV (Supply)	Chairman, Disposal Committee
f. Relief of Accountability-Semi Expendables	Property Custodian	Administrative Officer IV (Supply)
g. Relief of Accountability – PPE	Administrative Officer IV (Supply)	COA-DO

Forms	Requesting Party	Approval
h. Inventory and Inspection Report of Unserviceable Property (IIRUP)	Administrative Officer IV (Supply)	Chairman, Disposal Committee
i. Requisition and Issue Slip (RIS) for semi-expendable items and consumables	Accountable Officer (DepEd Employee)	Schools Division Superintendent
i. Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	Schools Division Superintendent
j. Report on Lost, Stolen, Damaged, Destroyed Property (RLSDDP)	Accountable Officer (DepEd Employee), noted by Immediate Supervisor	COA-DO

Forms	Issuing Party	Receiving Party
k. Inventory Custodian Slip (ICS)	Administrative Officer IV (Supply)	Accountable Officer





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l. Property Acknowledgment Receipt (PAR)	Administrative Officer IV (Supply)	Accountable Officer
m. Property Transfer Report (PTR)	Division Supply Officer	Supply Officer-Designate/Property Custodian-Designate of receiving office

Secondary Schools

Forms	Recommending Approval	Approval
a. Report on the Physical Count on Inventories (RPCI)	Supply Officer-Designate/Property Custodian-Designate	School Head
b. Report on the Physical Count of Property, Plant and Equipment (RPCPPE)	Supply Officer-Designate/Property Custodian-Designate	School Head
c. Report of Supplies and Materials Issued (RSMI)	Property Custodian-Designate	Supply Officer-Designate
d. Inspection and Acceptance Report (IAR)	Inspection Officer/Inspection Committee	Supply Officer-Designate/Property Custodian-Designate
e. Waste Materials Report (WMR)	Supply Officer-Designate/Property Custodian-Designate	Chairman, Disposal Committee
f. Relief of Accountability-Semi Expendables	Property Custodian/School Head	Supply Officer-Designate
g. Relief of Accountability – PPE	Administrative Officer IV (Supply)	COA-DO



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Forms	Requesting Party	Approval
h. Inventory and Inspection Report of Unserviceable Property (IIRUP)	Accountable Officer (DepEd Employee)	Chairman, Disposal Committee
i. Requisition and Issue Slip (RIS) for semi-expendable items and consumables	Accountable Officer (DepEd Employee)	School Head
i. Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	School Head
j. Report on Lost, Stolen, Damaged, Destroyed Property (RLSDDP)	Accountable Officer (DepEd Employee), noted by Immediate Supervisor	COA-DO

Forms	Issuing Party	Receiving Party
k. Inventory Custodian Slip (ICS)	Supply Officer-Designate/Property Custodian-Designate	Accountable Officer
l. Property Acknowledgment Receipt (PAR)	Supply Officer-Designate/Property Custodian-Designate	Accountable Officer
m. Property Transfer Report (PTR)	Supply Officer-Designate/Property Custodian-Designate	Accountable Officer

M. Correspondence

All issuances like Division Memoranda and Division Orders and correspondence shall be signed by the Schools Division Superintendent. In case of absence of the Schools Division Superintendent, the Assistant Schools Division Superintendent and/or the Officer-In-Charge shall sign for and on behalf of the SDS.



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IV. Financial and Procurement Matters

A. Annual Procurement Plan (APP) and School Operating Budget (SOB)

Report/Form	Recommending Approval	Approval
School Heads		
b. Annual Procurement Plan (APP)	PSDS/PICD	SDS/ASDS
c. Annual and Bi-Monthly School Operating Budget (SOB)	PSDS/PICD	SDS/ASDS

B. Purchase Request

Schools Division Office

Office/Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official
Up to the extent of allotment received	Division Chief/Unit Head/Section Head/EPS/PSDS	Administrative Officer IV (Budget)	SDS

Implementing Unit (IU) School

Office/Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official
Up to the extent of allotment received	AO II, or in his/her absence, the Supply Officer-Designate or the Property Custodian-Designate	Designated Budget/Finance Staff (AO or ADAS III)	SH of the School's OIC designated by the SDS

Non-Implementing Unit (IU) School

Office/Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official



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Up to the extent of allotment received	Officer designated by the SH or Supply Officer-Designate/Property Custodian-Designate	Designated Budget/Finance Staff	SH of the School's OIC designated by the SDS
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The Purchase Request shall be prepared for each procurement activity or project and must be strictly in accordance with the approved Work and Financial Plan (WFP)/Annual Implementation Plan (AIP) and the Annual Procurement Plan (APP) for the current year of the office/school concerned.

1. Bidding Documents and Other Procurement-Related Documents, Correspondence or Notices
 - a. Bidding Documents, Bid Bulletins, correspondences, notices and other documents issued in connection with the conduct of a procurement activity or proceeding shall be signed and issued by the Bids and Awards Committee concerned, through the Chairperson of the committee concerned.
 - b. For projects awarded through public bidding or other modes of procurement, the SDS, School Head or the School's OIC designated by the SDS are hereby given full authority to approve and issue the Resolution to Award (RTA) and the Notice to Award (NOA) as Head of the Procuring Entity (HOPE).

C. Contracts, Purchase Orders, MOAs and Other Forms of Agreement

1. Contracts, Purchase Order, Memorandum of Agreement (MOA) or any agreement in whatsoever form, to be executed pursuant to an approved RTA and NOA shall be certified with the Availability of Funds by the following:

Transactions	Certification of Availability of Funds
Schools Division Office	Accountant
Implementing Unit School	School's Bookkeeper
Non-Implementing Unit School	School's Bookkeeper In-Charge

2. For contracts awarded through public bidding, the Officials, as designated below, are hereby given full authority to sign the



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procurement Contract, Purchase Order, MOA, or agreement in whatsoever form, as HoPE:

Office / Amount Involved	Signing Official
Schools Division Office <i>Up to the extent of allotment received</i>	SDS
Implementing Unit School <i>Up to the extent of allotment received</i>	SH or the School's OIC designated by the SDS
Non-Implementing Unit School <i>Up to the extent of allotment received</i>	SH or the School's OIC designated by the SDS

D. Obligation Request and Status

- The Obligation Request and Status (ORS) shall be signed by the following officials:

Office	Box "A"	Box "B"
Schools Division Office	Division Chief/ Unit/Section Head	AO IV (Budget)
IU School	SH or the School's OIC designated by the SDS	Designated Budget Officer (AO or ADAS)

E. Inspection, Acceptance and Completion of Deliveries

- Supplies, Materials and Equipment Not Available in the DBM-Procurement Service

Particulars	Inspection/ Validation	Acceptance	Prepared by	Certified Correct
IAR a. SDO and Non-IUs	SDO/School District Inspectorate Team	AO IV (Supply) and School Supply/Property Custodian-Designate		
b. IU School	School's Inspectorate Team	AO or School Supply/Property Custodian-Designate		
Certificate of No Claim Against the Warranty (for release of Retention Money) a. SDO and Non-IUs			AO IV (Supply) and School Supply/Property Custodian-Designate	AO V (Administrative Services)



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b. IU School			AO or School Supply/Property Custodian-Designate	SH of the school's OIC designated by the SDS
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2. School Furniture

Particulars	Inspection/Validation	Acceptance	Prepared by	Certified Correct
IAR a. SDO and Non-IUs	At least two (2) designated members of the School Inspectorate Team	AO IV (Supply) and School Supply/Property Custodian-Designate of the school		
b. IU School	School's Inspectorate Team	AO or School Supply/Property Custodian-Designate		
Certificate of No Claim Against the Warranty (for release of Retention Money) a. SDO and Non-IUs			Schools Division Personnel In-Charge of the Project	SGOD Chief or higher official concerned

3. Infrastructure Projects (new construction and repair)

Particulars	Inspected/Validated By	Certified By	Approval
Statement of Work Accomplished (SWA) SDO	DepEd Engineer		CES (SGOD)
Certificate of 100% Completion SDO		DepEd Engineer	CES (SGOD)
Certificate of Final Acceptance* SDO		DepEd Engineer	SDS

* Required after satisfactory compliance of the rectification requirements under the



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Defects Liability Period (DLP) which shall be at least one year after issuance of Certificate of 100% Completion

4. Information and Communications Technology (ICT) Equipment and ICT-Related Goods and Services

Particulars	Inspection/ Validation	Acceptance	Prepared by	Certified Correct
IAR a. SDO and Non-IUs	At least two (2) designated Schools Division Inspectorate Team members and one (1) Division ITO	AO IV (Supply)		
b. IU School	At least two (2) designated Schools Inspectorate Team members and one (1) School ICT Coordinator	Supply Officer-Designate of Property Custodian-Designate		
Summary of duly signed IARs as consolidated (in percentage (%)) and Certificate of No Claim Against the Warranty (for release of Retention Money) a. SDO			AO IV (Supply)	AO V (Administrative Services)
b. IU School			AO II or School Property Custodian-Designate	SH or the school's OIC designated by the SDS



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F. Payroll for the Payment of Salaries and Other Benefits

1. The Personnel Section of the SDO is responsible for the preparation of Payrolls for salaries and other benefits, certified by the following officials: (refer to GAM Volume II, Appendix 33-Payroll Form)

Office/Amount	Expenditure Class/Approval	
	Personnel Services	MOOE and Capital Outlay
SDO and Non-IUs <i>Up to the extent of allotment</i>	SDS	
SDO and Non-IUs <i>Up to the extent of allotment</i>	School Head	

2. The payroll for remittances to GSIS, PhilHealth, Pag-IBIG, BIR and APDS-accredited entities shall be prepared by the Personnel Unit of the SDO and IUs. The Summary of Remittances to GSIS, PhilHealth, Pag-IBIG, BIR and APDS-accredited entities shall be prepared by the Personnel Unit of the SDO and IUs.

G. Disbursement Voucher (DVs)

1. The required certifications for specific box of the DVs shall be as follows:
 - a. Box "A" – Certification as to expenses necessary, lawful and incurred under direct supervision of the head of functional division/office/unit.
 - b. Box "B" – Accounting Entry (to be accomplished by Accounting Section/School's Accountant or Senior Bookkeeper).
 - c. Box "C" – Certification as to the availability of cash, or subject to authority to debit account, and supporting documents complete and amount claimed proper.

2. The said boxes in the DV shall be signed by the following:

	Box "A"	Box "C"
SDO	Division Chief or Section Head	SDO Accountant
IU School	AO or Officer In-Charge of the PPA	School's Accountant/Senior Bookkeeper

3. Approval of payment (Box "D" of DV Form)



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Office/Amount Involved	Expenditure Class/Approval	
	Personnel Services	MOOE and Capital Outlay
SDO <i>Up to the extent of allotment received</i>	SDS, or in his/her absence, the ASDS	
IUs <i>Up to the extent of allotment received</i>	School Head or the School's OIC designated by the SDS	
Non-IU School <i>Up to the extent of allotment received</i>	School Head or the School's OIC designated by the SDS	

H. Checks and List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA)

Transaction	Signing Authority (Signing Official and Countersigning Official) and Corresponding Threshold		
	Amount	Signing Official	Countersigning Official
Checks, Advice of Checks Issued and Cancelled (ACIC) and Part II of LDDAP-ADA Form)	SDO Up to the extent of the allotment received	Cashier, or in his/her absence, the AO V (Administrative Services) with fidelity bond	SDS, or in his/her absence, the ASDS
	Non-IU Up to the extent of the allotment received	Cashier, or in his/her absence, the AO V (Administrative Services) with fidelity bond	SH or the School's OIC as designated by the SDS
	IU School Up to the extent of the allotment received	Disbursing Officer	SH or the School's OIC as designated by the SDS



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	Amount	Certified Correct	Approving Officials under Parts I and II of LDDAP-ADA
Checks and List of LDDAP-ADA	SDO & Non-IU School	Accountant III	Part I-SDS, or in his/her absence, the ASDS with fidelity bond
	IU School	Senior Bookkeeper	SH or the School's OIC as designated by the SDS with fidelity bond
	IU School Up to the extent of the allotment received	Disbursing Officer	SH or the School's OIC as designated by the SDS
	Non-IU Up to the extent of the allotment received	Cashier, or in his/her absence, the AO V (Administrative Services)	SH or the School's OIC as designated by the SDS

Reference: DepEd Order No. 008, s. 2021 or the Revised Signing Authorities for Administrative and Financial Matters in the Department of Education, GAM and other issuances

Prepared by:


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 OIC, Assistant Schools Div. Superintendent

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 Schools Division Superintendent



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