



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

April 22, 2025

DIVISION MEMORANDUM

No. 234, s. 2025

**REITERATION AND CLARIFICATION OF POLICY ON SIGNING AUTHORITY FOR
CURRICULUM IMPLEMENTATION DIVISION (CID)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads, All Levels
All Others Concerned

1. RATIONALE

In line with the provisions of DepEd Order No. 008, s. 2021 titled *Revised Signing Authorities for Administrative and Financial Matters*, and DepEd Order No. 001, s. 2023, which further strengthens internal control mechanisms in the Department, this Division reiterates and clarifies policies on the delegation of signing authorities, especially within the Curriculum Implementation Division (CID), to uphold accountability, transparency, and efficiency.

Moreover, this is pursuant to Republic Act No. 11032, otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, which mandates the simplification of government procedures and reinforces compliance with prescribed protocols.

2. OBJECTIVES

This memorandum aims to:

- Establish clear lines of authority and accountability within the Schools Division Office (SDO), particularly in the Curriculum Implementation Division.
- Avoid overlapping of functions and unauthorized communications or actions.
- Promote orderly and systematic management of curriculum-related matters.



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3. POLICY GUIDELINES

In accordance with Division Memorandum No. 623, s. 2023, the following specific guidelines are hereby reiterated and enforced:

3.1 Proper Communication Flow and Counter-Signature Requirement

- All communications, issuances, endorsements, memoranda, and related documents originating from Education Program Supervisors or District Supervisors pertaining to Curriculum Implementation must pass through the Office of the Chief of CID.
- These documents must bear the counter-signature of the CID Chief prior to submission to the Office of the Schools Division Superintendent for approval or further action.
- The CID Secretary shall ensure QR coding of said documents before these are forwarded to the Office of the Superintendent.

3.2. Protocol on Authority and Supervision

- Education Program Supervisors and other personnel under the Curriculum Implementation Division are reminded not to bypass the Office of the CID Chief, who is their immediate superior and authorized signatory on curriculum-related matters.
- Adherence to the chain of command fosters accountability and ensures the quality and coherence of communication and program implementation.

3.3. The CID Chief is also vested with the authority to assign specific tasks and responsibilities to Education Program Supervisors, Public Schools District Supervisors, Principal- In- Charge of the District, and other personnel under the division of Curriculum Implementation Division.

3.4 Importance of Following Protocols

Strict observance of established protocols is crucial in:

- Upholding the integrity of the organization's management structure.
- Ensuring accountability at all levels, particularly in curriculum planning, execution, and reporting.
- Preventing unauthorized issuances or fragmented communication that may lead to confusion or misalignment of directives.



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Non-compliance with these guidelines will be subject to appropriate administrative action, in accordance with existing civil service rules and DepEd policies.

4. EFFECTIVITY

This policy takes effect immediately upon issuance and shall remain in force unless revised or revoked by subsequent official issuance.

5. Wide and immediate dissemination of this Memorandum is directed.

Approved:

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

