



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

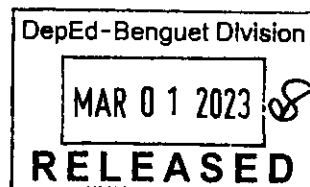
February 28, 2023

DIVISION MEMORANDUM

No. 63 s.2023

**REVISED SIGNING AUTHORITIES FOR INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM**

**TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
School Heads
All Others Concerned**



1. Pursuant to DepEd Order No. 2, s. 2015 otherwise known as, "Guidelines on the Establishment and Implementation of the RPMS in the Department of Education," this Office issues guidance to SDO Functional Divisions and Schools on the signing authorities for the Performance Commitment and Review Forms of personnel.
2. This directive rescinds some provisions of Division Memorandum No. 290, s. 2021.
3. Attached is Enclosure 1 that outlines the signatories for Offices and personnel for our guidance and reference.
4. Immediate dissemination of and compliance with this Memorandum is directed.


GLORIA B. BUYA-AO
Schools Division Superintendent

OSDS/GBB/cfm/abd



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DIVISION OFFICE			
	RATEE	RATER	APPROVING AUTHORITY
1	Schools Division Superintendent	Assistant Regional Director	Regional Director
2	Assistant Schools Division Superintendent	Schools Division Superintendent	Assistant Regional Director
3	Chief Education Supervisors	ASDS	SDS
4	Education Program Supervisors	Chief of the Division	ASDS
5	Public Schools District Supervisors/Coordinating Principals/District Heads	CES, Curriculum Implementation Division	ASDS
6	Section/Unit Heads	Chief of Functional Divisions	ASDS
7	Personnel under Section/Unit Heads	Section/Unit Heads	Chief of Functional Divisions
8	Nurses	Medical Officer III	CES, SGOD
9	Dentist	Medical Officer III	CES, SGOD
10	Dental Aide	SDO Dentist	CES, SGOD
11	PDO II (LR)	LR Manager	CES, CID
12	Librarian II	LR Manager	CES, CID
13	Legal Officer, ITO, Accountant III, Administrative Officer V, Budget Officer	ASDS	SDS
14	Admin/Personnel/Records/AMS/Cash/General Services Section/Drivers	AO V	ASDS
15	Personnel under the SDS Office including driver under SDS	SDS	SDS



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SCHOOL			
	RATEE	RATER/S	APPROVING AUTHORITY
1	School Head: Principal/Head Teacher handling a school/TICs handling a school and not under a Cluster Head	Assistant Schools Division Superintendent	Schools Division Superintendent
2	Department Head Teacher/Master Teacher	Principal/School Head	Public Schools District Supervisors (PSDS)
3	Teachers with Head Teacher/Master Teacher	Head Teacher/Master Teacher	Principal
4	Teachers I to III without Department Head Teacher/Master Teacher	School Head/Principal Reviewed by the PSDS	School Head/Principal
5	Teacher I to III with TIC but under a School Cluster Head	TIC Reviewed by the PSDS	Cluster School Head
6	Teacher I to III under a Master Teacher-TIC	Master Teacher-TIC	Cluster School Head
7	ALS Teacher	Department Head Teacher/Master Teacher	School Head/Principal
8	ALS Teacher without Department Head Teacher/Master Teacher	School Head/Principal Reviewed by the PSDS	School Head/Principal
9	Nurses (in schools)	School Head/Principal and Medical Officer III	CES-SGOD
10	Guidance Counselor	School Head/Principal	CES-SGOD



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11	Administrative Assistant II or Administrative Assistant III designated as bookkeeper/Finance-related work	School Head/Principal and SDO Accountant	Administrative Officer V (SDO)
12	Administrative Assistant or Administrative Aide of Implementing Units (IUs)	Highest Admin Officer/Department Head designated by the School Head to monitor/supervise the Administrative Services	School Head
13	AO II/ADAS II of Senior High Schools/Highest Administrative Officer/Department Head designated by the School Head to monitor or supervise the Administrative services	School Head/Cluster Head/Principal	Administrative Officer V (SDO)
14	Other non-teaching staff like, but not limited to the following: school drivers, maintenance personnel, farm worker	School Head/Principal	Administrative Officer V (SDO)



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