

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

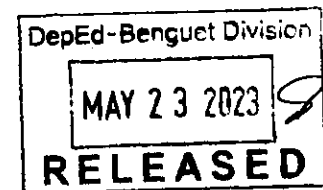
May 22, 2023

DIVISION MEMORANDUM

No. 163 s.2023

Reiteration of DepEd Memorandum "Clarification on the Certain Authority of Offices to Administer Oaths"

**TO: OIC-ASDS
CES, CID, SGOD
Public School District Supervisors
District Coordinating Principals
All Other Concerned**



1. Relative to the Central Office Memorandum dated April 8, 2022, from Atty. Alberto T. Escabarte and the Regional Memorandum 177, s. 2022 or the Clarification on the Authority of Certain Offices to Administer Oaths, this Office reiterates, thus:

Section 41 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended by RA 6733 and as further amended by RA 10755 provides that:

"[t]he following officers have general authority to administer oaths: President; Vice President; Members and Secretaries of both Houses of Congress; Members of Judiciary; Secretaries of Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerks of courts. Registrars of deeds; other civilian officers in the public service of the government of the Philippines whose appointments are vested in the Presidential and are subject to confirmation by the Commission of Appointments; all other constitutional officers; and notaries public.

The punong barangay is authorized to administer the oath of office of any government official including the President of the Philippines."

2. Accordingly, the clarification is applicable to the following documents:
 - a. Personal Data Sheet (PDS)
 - b. Oath of Office
 - c. Statement of Assets, Liabilities, and Net Worth (SALN)
 - d. Other documents to be signed by an Administrative Authority





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3. The Schools Division Superintendent and the Administrative Officer V are not authorized to subscribe under oath the above-listed documents. Only a Notary Public, Barangay Chairman, other Officers Authorized to Administrative Oath are allowed to do so.

4. Immediate dissemination of and strict compliance with this Memorandum is directed.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

OSDS/SLBU/cfm/rabb



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