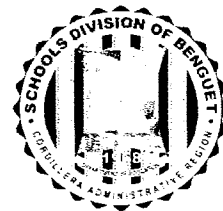


**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
 Wangal, La Trinidad, Benguet 2601

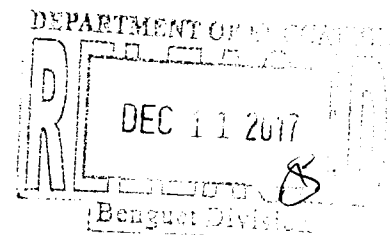


Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790;  
 Accounting Office: (074) 422-7501; Supply Office: (074) 424-2863; Lobby/Officer of the Day: (074)



**DIVISION MEMORANDUM**

No. 323 s. 2017



**TO:** Division Office-Based Personnel  
 Public Schools District Supervisors/Coordinating Principals  
 All School Heads (Non-Implementing Units)  
 All Others Concerned

**FROM:** **MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent

**DATE:** December 01, 2017

**SUBJECT: DELEGATION OF SIGNING AUTHORITIES**

Deped Order No. 66, s. 2006 and Deped Order No. 67, s. 2016 provide signing authorities for certain financial and administrative matters. In the interest of swift service and in keeping up with current issuances and policies, the signing authorities for matters stated below are hereby delegated.

**1. Purchase Request/ Authority to Procure Goods and Services**

Amount Involved	Requesting Officer	Approving Officer
Up to the extent of allotment released	Designated Supply Officer	School Head

**2. Purchase Orders**

Amount Involved	Certification of Availability of Funds	Approving Officer
Up to the extent of allotment released	Cluster Bookkeeper	School Head

**3. Disbursement Vouchers (For Non-Implementing Units maintaining Current Account)**

Box A of the DV form	Box C of the DV form	Box D of the DV form
School Head	Cluster Bookkeeper	School Head

**4. Signing of Checks (For Non-Implementing Units maintaining Current Account)**

Amount Involved	Signing Official	Countersigning Official
Up to the extent of allotment released	Special Disbursing Officer / Administrative Assistant II (Disbursing Officer)	School Head

## 5. Travel Authority (Domestic Travel)

Personnel Involved	Whereabouts	Recommending Approval	Approval
• Teaching & School-Based Non-teaching Personnel	- Within Baguio and Benguet - Outside the Division but within the Region	- Head Teacher (if applicable) - School Head	- School Head/OIC - ASDS/OIC
• School Heads	- Within Baguio and Benguet - Outside the Division but within the Region	- - PSDS/ District In-charge	- PSDS/District In-charge - ASDS/OIC
• Non-teaching Personnel - CID - SGOD - Administrative - Finance, Legal, ITO, AOV	- Within the region	- CID Chief - SGOD Chief - Admin. Officer V - ASDS/Section Head	- SDS/ASDS/OIC - SDS/ASDS/OIC - SDS/ASDS/OIC - SDS/ASDS/OIC

## 6. Itinerary of Travel

Personnel Involved	Certification	Approval
• Teaching & School-Based Non-teaching Personnel	- Head Teacher (if applicable)/School Head	- School Head
• School Head	- PSDS/District In-charge	- ASDS
• Division Office Personnel - CID - SGOD - Administrative - Finance, Legal, ITO, AOV	- CID Chief - SGOD Chief - Admin. Officer V - ASDS	- SDS - SDS - SDS - SDS

## 7. Certificate of Travel Completed

Personnel Involved	Approval
• Teaching & School-Based Non-teaching Personnel	- School Head
• School Heads	- ASDS
• Division Office-Based Personnel	- SDS/ASDS

## 8. Service Record

Personnel Involved	Certified Correct
School Heads, Division Office-Based Personnel and ELEMENTARY Non-Teaching Personnel	- Admin Officer V
ELEMENTARY Teaching personnel	- Admin Officer IV – HRMO
SECONDARY Teaching and Non-Teaching Personnel	- School Head

This Division Memorandum shall take effect immediately.