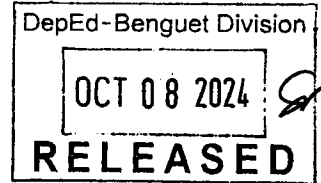




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**



**DIVISION MEMORANDUM**

NO. 363 S.2024

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
SDO Staff and Personnel (OSDS, CID, SGOD)  
Secondary and Elementary School Principals (Public and Private)  
Head Teachers/Teacher in Charge, Teachers and Non-teaching  
All Others Concerned


DATE: October 7, 2024

SUBJECT: **ANNOUNCING THE DESIGNATION OF AUTHORIZED APPROVING AUTHORITY FOR VARIOUS TRANSACTIONS OF THE SCHOOLS DIVISION OFFICE OF BENGUET**

1. To facilitate the smooth processing of various transactions at the Schools Division of Benguet, the following individuals are hereby authorized to act as approving signatories, effective immediately:

<b>Transaction</b>	<b>Approving Authority</b>
1. Permit to Study	<b>Administrative Officer V</b>
2. Certificate of Travel Completed	<b>Assistant Schools Division Superintendent</b>
3. Transmittal/Endorsement Letter to the Regional Office	
4. Approval of Research and Innovation Proposal and Accomplishment Report	
5. Itinerary of Travel	<b>Schools Division Superintendent</b>
6. Authority to Travel of ASDS, Division Chief and below, School Heads (for destination within the Division)	
7. Certificate of Load Allowance of School Heads	<b>Chief Education Supervisor - SGOD</b>
8. Certificate of Appearance for Trainings and Seminars (Originally signed)	<b>Program Owner</b>

2. This designation does not entail additional compensation and shall continue to be effective until rescinded.
3. For information and widest dissemination.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director and  
Concurrent Officer-in-Charge  
Office of the Schools Division Superintendent