



Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

DepEd-Benguet Division  
**OCT 29 2024**  
**RELEASED**

MEMORANDUM  
 No: 400 s.2024

October 28, 2024

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

SUBJECT: **DELINEATION OF AUTHORIZED SIGNING AUTHORITIES FOR VARIOUS TRANSACTIONS OF THE SCHOOL DIVISION OFFICE OF BENGUET**

- To ensure the efficient processing of transactions at the School Division of Benguet, the following outlines the authorized signing authorities for different transactions.

Transactions	Recommending Approval	Approving Authority
<b>1. Locator Slips</b>		
a. School Heads		PSDS
b. Teaching and Non-Teaching Personnel		School Principal
<b>2. Authority to Travel for District activity conducted within the district</b>		
a. School Heads	None	PSDS
b. Teaching and Non-Teaching Personnel	School Head	PSDS
<b>3. Application for Leave</b>		
a. School Heads	PSDS	ASDS
b. Teaching and Non-Teaching Personnel	School Head	ASDS
<b>4. Project Proposal for School and District Lead Activities</b>		
a. School Based	School Head	PSDS
b. District Based	PSDS	ASDS
<b>5. Request for Service Credits</b>		
	PSDS	ASDS

- For dissemination and strict compliance.

Digitally signed by ESTELA P. LEON-CARINO EdD, CESO III  
 Date: 2024.10.29 13:21:56 +0800

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



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