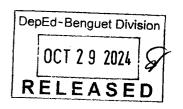


Republic of the Philippines

Department of Education

Schools Division of Benguet



October 28, 2024

MEMORANDUM No: 400 s.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

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

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

2. For dissemination and strict compliance.

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

ESTELA P. LEON-CARINO Edd, CESO III

Regional Director and Concurrent Officer-in-Charge Office of the Schools Division Superintendent



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