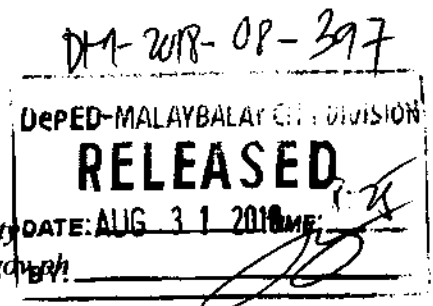




Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
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August 30, 2018

DIVISION MEMORANDUM
No. 397, s. 2018

**Signing Authorities for Certain Administrative and Financial Matters
in the Division Office and Public Schools**

To: Assistant School Division Superintendent
Chief Education Supervisors, SGOD and CID
Accountant III, Accounting Services
Administrative Officer V, Budget Services
Administrative Officer V, Administrative Services
Public School Heads for Elementary, Junior and Senior High
All Others Concerned

Pursuant to DepED Order No. 66, s. 2008 on Signing Authorities for Certain Administrative and Financial Matters in the Central and Field Offices and DepEd Order No. 67, s. 2016 on Revised Signing Authorities for Financial matters, the signing authorities for certain financial and administrative matters in the Division Office and public elementary, junior and senior high schools are hereby prescribed, subject to the existing laws, rules and regulations, as follow:

I. Civil Service Form 48

Office	Approval
School Governance and Operations Division (SGOD)	Chief Education Supervisor
Curriculum Implementation Division (CID)	Chief Education Supervisor
Office of the Schools Division Superintendent (OSDS)-Administrative Services (AS)	Administrative Officer V (AS)
Office of the Schools Division Superintendent (OSDS)-Finance Services (Accounting)	Accountant III
Office of the Schools Division Superintendent (OSDS)-Finance Services (Budget)	Administrative Officer V (Budget Services)
Office of the Assistant Schools Division Superintendent	Assistant Schools Division Superintendent (ASDS)
Office of the Schools Division Superintendent (Proper); Legal Services, ICT Services, Chief Education Supervisors, Accountant III, Administrative Officer V (Administrative Services and Budget Services)	Schools Division Superintendent (SDS)

School Heads	
Teachers, Department Heads, Assistant Principals (SHS), Non-teaching Personnel (School-based)	School Heads (SH)

2. Civil Service Form 6 (Application for Leave of Absence)*

*original template prescribed by CSC

Office	Recommending Approval	Approval
SGOD	Chief ES	SDS
CID	Chief ES	SDS
OSDS-Administrative Services	AO V (AS)	SDS
OSDS-Finance Services (Accounting)	Accountant III	SDS
OSDS-Finance Services (Budget)	AO V (BS)	SDS
OSDS-ASDS	ASDS	SDS
OSDS-Proper		SDS
Legal Services, ICT Services, Chief Education Supervisors, Accountant III, Administrative Officer V (Administrative Services and Budget Services)	ASDS	SDS
School Heads	ASDS	SDS
Teachers, Department Heads, Assistant Principals (SHS), Non-teaching Personnel (School-based)	School Head	SDS for application of leave 20 days and above; ASDS for application of leave below 20 days

3. Budget Proposals (Trainings, Others)

Office	Certification	Recommending Approval	Approval
Division	Allotment – AOV (Budget Services) Availability of Funds – Accountant III	ASDS	SDS
Schools	Allotment – AOV (Budget Services) Availability of Funds – Accountant III	School Head	SDS

4. Purchase Request

Office	Preparation	Approval
Division	Supply Officer and Focal Persons	SDS
Schools	School Property Custodian and Coordinators	School Head

5. Travel Order (Outside the Division, Within the Region)

Office	Recommending Approval	Approval
SGOD	Chief ES	SDS
CID	Chief ES	SDS
OSDS-Administrative Services	AO V (AS)	SDS
OSDS-Finance Services (Accounting)	Accountant III	SDS
OSDS-Finance Services (Budget)	AO V (BS)	SDS
OSDS-ASDS	ASDS	SDS
OSDS-Proper		SDS
School Heads	ASDS	SDS
Teachers, Department Heads, Assistant School Principals (SHS), Non-teaching Personnel (School-based)	School Head	SDS
Legal Services, ICT Services, Chief Education Supervisors, Accountant III, Administrative Officer V (Administrative Services and Budget Services), School Heads	ASDS	SDS

6. Travel Order (Outside the Region)

Office	Recommending Approval	Approval
Division Office	SDS	RD
Schools	SDS	RD

7. Appendix A (Itinerary of Travel)

Office	Preparation	Certification	Approval
Division	Employee	Respective Division Chiefs/Service Heads	SDS
Schools (non-IUs)	Employee/Student	School Head/AO II for SHS, if there is	School Head
ASDS, Chiefs, Service Heads, School Heads	Employee	SDS	SDS

8. Oath of Office/Advice Order/Notice of Appointment

Office	Administering Officer/Approval
Division and Schools	SDS

9. Position Description Form (PDF)

Office	Approval
Division	SDS
Schools	School Head

10. Statement of Assets, Liabilities and Networth (SALN)


Office	Administering Officer
Division	AO V, AS
Schools	AO V, AS

11. Liquidation Reports (Except IUs)

Office	Box A	Box B	Box C
Division	Employee	SDS	Accountant III
School	Disbursing Officer	ASDS	Accountant III

The delegation of functions herein does not preclude the Schools Division Superintendent from exercising such functions when necessary in the interest of public service.

This takes effect immediately until rescinded. Previous issuances inconsistent with this Memorandum are deemed repealed or revoked.


REBONFAMIL R. BAGUIO
Schools Division Superintendent