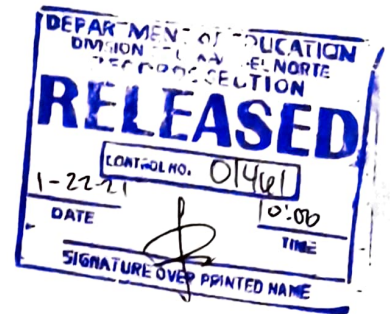




Republic of the Philippines  
Department of Education  
REGION X

**SCHOOLS DIVISION OF LANA DEL NORTE**



January 7, 2021

**Division Memorandum:**

No. 079 s, 2021

**To:** Asst. Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
Education Program Supervisor  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
Administrative Officer V  
Section Heads  
Teaching and Non-Teaching  
All Others Concerned

**From:**  **EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent 

**Subj:** Revised Signing Authorities for Administrative and Financial Matters in the Department of Education this Division per **Deped Order No. 002 s. 2021**.

**Date:** January 11, 2021

Consistent with Department **Order No. 002, s. 2021**, all concerned are hereby directed to take due notice with the Signing Authorities of the following Administrative and Financial matters effective **February 1, 2021 to wit:**

**A. PERSONNEL APPOINTMENTS:**

Appointment to Regular/Permanent Plantilla Positions and Coterminous Position with Plantilla Items.

*1. Employees and Teaching Personnel:*

Office/Position	Certification		Approving Authority
	Compliance with Requirements	Screening and Qualification of Appointee	
a. Division Chief and below	AO V, Administrative Section or Highest Ranking HRMO	ASDS	SDS
b. School Head and below			

2. *Designation of Officer-In-Charge (OIC) and Special Disbursing Officers:*

Office/Positions	Requesting Official	Approved
Division and School Heads	ASDS	SDS
Disbursing Officer for SDO/Schools		ASDS

**B. PERSONNEL MOVEMENTS:**

1. *Reassignment and Transfer of Employees to Another Deped Unit/Office:*

**a. School Division Office:**

Position	Within the Division		To CO or another Division/Region	
	Recommending Approval	Approval	Recommending Approval	Approval
Division Chief	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/Undersecretary/Asst. Secretary concerned for CO.
Below Division Chief	Division Chief	SDS	SDS	RD of Originating Region and RD of Receiving Region/Undersecretary/Asst. Secretary concerned for CO.
School Head	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/Undersecretary/Asst. Secretary concerned for CO.
Teaching and other non-teaching positions in the School	School Heads and ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/Undersecretary/Asst. Secretary concerned for CO.

**b. School Personnel**

School Head	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/Undersecretary/Asst. Secretary concerned for CO.
Teaching and other non-teaching positions in the School	School Heads and ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/Undersecretary/Asst. Secretary concerned for CO.

**C. OFFICIAL TRAVEL**

1. *Local Travel Division Office*

Office/Positions	Approving Officials	
	Recommending Approval	Approval
ASDS		SDS for destination within Region only.
	SDS for destination within Region only.	RD- for destination outside the Region
Division Chief	ASDS	SDS
Below Division Chief including PSDS	Division Chief	SDS
<b>Local Travel School</b>		
School Head	ASDS	SDS
Teaching and Non-teaching Personnel		School Heads- for destination within the Division.
	School Head for destinations outside the Division	SDS – for destination outside the Division

**D. PERMISSION TO OUTSIDE STUDY, TEACH OR PRACTICE A PROFESSION:**

<b>1. School Division Office</b>		
Office/Positions	Recommending Approval	Approved
Division Chief	ASDS	SDS
Below Division Chief	Division Chief	ASDS
<b>2. School</b>		
Principal/Head Teacher	ASDS	SDS
Teacher and other School Non-Teaching Personnel	School Head and ASDS	SDS

**Note:**

*Deped Teachers and employees who intend to pursue study outside the required work hours need not secure a permission from his/her superior.*

**E. APPLICATION FOR SICK/VACATION/STUDY/MATERNITY/PATERNITY LEAVE AND GRANT OF SERVICE CREDITS FOR TEACHERS:**

<b>a. School Division Office:</b>				
Position	Up to 60 Calendar Days		More than 60 Days to One (1) year	
	Recommending Approval	Approval	Recommending Approval	Approval
Division Chief	ASDS	SDS	ASDS	SDS
<b>b. School</b>				
Principal/Head Teacher	ASDS	SDS	ASDS	SDS
Teacher and other School Non-Teaching Personnel	School Head	ASDS	School Head and ASDS	SDS

**F. RETIREMENT/RESIGNATION/ TERMINATION OF APPOINTMENT/ DROPPING FROM THE ROLLS**

<b>1. School Division Office:</b>		
Office/Positions	Recommending Approval	Approved
Division Chief	ASDS	SDS
Below Division Chief	Division Chief	SDS
<b>2. School:</b>		
Principal/ Head Teacher	ASDS	SDS
Teaching Personnel	School Head and ASDS	SDS
Non-Teaching Personnel	School Head and ASDS	SDS

**G. NOTICE OF SALARY ADJUSTMENT NOSA (NOSA) AND NOTICE OF STEP INCREMENT**

<b>1. School Division Office:</b>		
Office/Positions	Recommending Approval	Approval
Division Chief and below	Chief of Admin and ASDS	SDS
<b>2. School:</b>		
School Head, Teachers and Non-Teaching Personnel	Chief of Admin and ASDS	SDS



**H. EQUIVALENT RECORD FORM (ERF)**

<b>Endorsement (School)</b>	<b>Recommending Approval (SDO)</b>	<b>Approval (RO)</b>
School Head	Head of Admin, SDS	Regional Director

**I. AUTHORITY TO RENDER OVERTIME SERVICES**

<b>Governance Level</b>	<b>Recommending Approval</b>	<b>Approval</b>
<b>Division Office;</b>		
Division Chief and below	ASDS	SDS

**J. PROPERTY AND SUPPLY ISSUANCES****1. Division Office**

<b>Forms</b>	<b>Recommending Approval</b>	<b>Approval</b>
Report on the Physical Count of Inventories (RPCI)	Administrative Officer V	Schools Division Superintendent
Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	Administrative Officer V	Schools Division Superintendent
Report of Supplies and Materials Issued (RSMI)	Division Supply Officer	Administrative Officer V
Inspection and Acceptance Report (IAR)	Inspection Officer/ Inspection Committee	Division Supply Officer
Waste Materials Report (WMR)	Division Supply Officer	Chairman, Disposal Committee
Relief of Accountability – Semi Expendables	Property Custodian	Administrative Officer V
Relief of Accountability – PPE	Administrative Officer V	COA - DO

<b>Requesting Party</b>	<b>Approval</b>
Inventory and Inspection Report of Unserviceable (IIRUP)	Chairman, Disposal
Requisition and Issue Slip (RIS) for semi-expendable items and consumables	Head of requisitioning
Requisition and Issue Slip (RIS) for PPE	Division Supply Officer
Report on Lost, Stolen, Damaged , Destroyed Property (RLSDDP)	COA-DO

<b>Issuing Party</b>	<b>Receiving Party</b>
Inventory Custodian Slip (ICS)	Accountable Officer
Property Acknowledgment	Accountable Officer
Property Transfer Report (PTR)	Supply Officer of receiving office

**2. Elementary and Non-IU Secondary Schools**

<b>Forms</b>	<b>Recommending Approval</b>	<b>Approval</b>
Report on the Physical Count of Inventories (RPCI)	Division Supply Officer	Schools Division Superintendent
Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	Division Supply Officer	Schools Division Superintendent
Report of Supplies and Materials Issued (RSMI)	Division Supply Officer	Schools Division Superintendent
Inspection and Acceptance Report (IAR)	Inspection Officer/ Inspection Committee	Division Supply Officer



Waste Materials Report (WMR)	Division Supply Officer	Chairman, Disposal Committee
Relief of Accountability – Semi Expendables	Property Custodian	Division Supply Officer
Relief of Accountability – PPE	Division Supply Officer	COA - DO

<b>Requesting Party</b>		<b>Approval</b>
Inventory and Inspection Report of Unserviceable (IIRUP)	Division Supply Officer	Chairman, Disposal Committee
Requisition and Issue Slip (RIS) for semi-expendable items and consumables	Accountable Officer (DepEd Employee)	Schools Division Superintendent
Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	Schools Division Superintendent
Report on Lost, Stolen, Damaged , Destroyed Property (RLSDDP)	Accountable Officer (DepEd Employee), noted by Immediate Supervisor	COA-DO

<b>Issuing Party</b>		<b>Receiving Party</b>
Inventory Custodian Slip (ICS)	Division Supply Officer	Accountable Officer
Property Acknowledgment	Division Supply Officer	Accountable Officer
Property Transfer Report (PTR)	Division Supply Officer	Supply Officer/Property Custodian of receiving office

### 3. Secondary Schools (IUs)

<b>Forms</b>	<b>Recommending Approval</b>	<b>Approval</b>
Report on the Physical Count of Inventories (RPCI)	Supply Officer/ Property Custodian	School Head
Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	Supply Officer/ Property Custodian	School Head
Report of Supplies and Materials Issued (RSMI)	Property Custodian	Supply Officer
Inspection and Acceptance Report (IAR)	Inspection Officer/ Inspection Committee	Supply Officer/ Property Custodian
Waste Materials Report (WMR)	Supply Officer/ Property Custodian	Chairman, Disposal Committee
Relief of Accountability – Semi Expendables	Property Custodian/ School Head	Supply Officer
Relief of Accountability – PPE	Division Supply Officer	COA - DO

<b>Requesting Party</b>		<b>Approval</b>
Inventory and Inspection Report of Unserviceable (IIRUP)	Accountable Officer (DepEd Employee)	Chairman, Disposal Committee
Requisition and Issue Slip (RIS) for semi-expendable items and consumables	Accountable Officer (DepEd Employee)	School Head
Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	School Head
Report on Lost, Stolen, Damaged , Destroyed Property (RLSDDP)	Accountable Officer (DepEd Employee), noted by Immediate Supervisor	COA-DO

<b>Issuing Party</b>		<b>Receiving Party</b>
Inventory Custodian Slip (ICS)	Supply Officer/ Property Custodian	Accountable Officer
Property Acknowledgment	Supply Officer/ Property Custodian	Accountable Officer
Property Transfer Report (PTR)	Supply Officer/ Property Custodian	Supply Officer/Property Custodian of receiving office



## II. SIGNING AUTHORITIES FOR FINANCIAL AND PROCUREMENT MATTERS

### A. ACTIVITY REQUEST (AR) AND AUTHORITY TO PROCURE (ATP)/ PURCHASE REQUEST

- Except as provided in Section V(A)(3) hereof, programs, activities and projects to be undertaken consistent with the approved Work and Financial Plan (WFP) for the current year may proceed upon the Approval of the Activity Request (AR) that was prepared for the purpose.

Office/ Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official
<b>Schools Division Office</b> Up to the extent of allotment	Division Chief/ Unit head	Budget Officer	Schools Division Superintendent (SDS)

- When an activity contemplated in the immediately preceding subparagraph is not included in the approved WFP and APP or constitutes or embodies a modification thereof, an Authority to Conduct (ATC) is required for holding the activity, which shall be prepared in accordance with the following signing authorities;

Office/ Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official
<b>a. Schools Division Office</b> Up to the extent of allotment received	Division Chief concerned / Unit head or Supply Officer	Schools Division Superintendent (SDS)	Budget Officer
<b>c. IU School</b> Up to the extent of allotment received	AO, or in his/her absence, the Designated School Property Custodian	SH or the School's OIC designated by the SDS	Designated Budget/Finance Staff (AO or Administrative Assistant (ADAS II/III))
<b>a. Non-IU School</b> Up to the extent of allotment received	Officer designated by the SH or Designated School Property Custodian	SH or the School's OIC designated by the SDS	Designated Budget/Finance Staff (AO or Administrative Assistant (ADAS II/III))

- The ATP/PR shall be prepared for each for each procurement activity or project and must be strictly in accordance with the approved WFP and the approved APP, or a Supplemental WFP and Supplemental APP; or in the case of the filed offices, in accordance with the approved WFP/Annual Implementation Plan and the APP for the current year of the office /school concerned.

### B. BIDDING DOCUMENTS and OTHER PROCUREMENT – RELATED DOCUMENTS, CORRESPONDENCE OR NOTICES

Office/ Amount Involved	Approving (i.e RTA) and Issuing (i.e NOA) Official
<b>a. Schools Division Office</b> Up to the extent of allotment received	SDS
<b>b. IUs School</b> Up to the extent of allotment received	SH or the School's OIC designated by the SDS
<b>c. Non-IU School</b> Up to the extent of allotment received	SH or the School's OIC designated by the SDS

### C. CONTRACTS, PURCHASE ORDERS, MOAs and OTHER FORMS OF AGREEMENT

1. Contracts, Purchase Order, Memorandum of Agreement (MOA), or any agreement in whatsoever form, to be executed pursuant to an approved RTA and NOA shall be certified with the Availability of Funds by the following:

Transactions	Certification of Availability of Funds
a. Schools Division Office	Accountant
b. IU School	School's Accountant / Bookkeeper
c. Non-IU School	School's Bookkeeper In-Charge (ADAS III)

2. The procurement Contract, Purchase Order, MOA or agreement in whatsoever form, shall be signed by the following officials:

Office/Amount Involved	Signing Official
a. Schools Division Office Up to the extent of allotment received	SDS
b. IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS
c. Non-IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS

### D. AUTHORITY TO DRAW CASH ADVANCE

Office/Amount Involved	Requesting Official	Approval
a. Schools Division Office Up to the extent of allotment received	Division Chief/Unit Head  SH or the School's OIC designated by the SDS, for Non-IUs	SDS
b. IU School Up to the extent of allotment received	AO, or in absence by the officer designate by the SH	SH or the School's OIC designated by the SDS

### E. OBLIGATION REQUEST AND STATUS

	Box A	Box B
a. Schools Division Office	Division Chief/Unit/Section	Head of Budget Unit/Section
b. IU School	SH or the School's OIC designated by the SDS	Designated Budget Officer [AO or Administrative Assistant (ADAS) II/III]



## F. INSPECTION, ACCEPTANCE AND COMPLETION OF DELIVERIES

### 1. Goods and Services Procured by the Schools Division Offices and Schools

#### 1.1 Supplies, Materials and Equipment Not Available in the DBM- Procurement Service

Particulars	Inspection/Validation	Acceptance	Prepared By	Certified
<b>a. IAR</b>				
I. Schools Division Office (including non-IU)	Team Leader and Provisional Member of the SDS Inspectorate Team	Head of Supply and Property Section		
II. IU School	Team Leader and an Officer/Teacher who has adequate knowledge and technical skill relative to the goods procured and who is a Regular Member of the School Inspectorate Team	AO or the school's designated Property Custodian		
<b>b. Certificate of No Claim Against the Warranty/Certificate of Contract Completion (for release of Retention Money)</b>				
I. Schools Division Office (including non-IU)			Head of Supply Section	Head of Administrative Unit
II. IU School			AO or the School's Designated Property Custodian	SH or the School's OIC designated by the SDS



### 1.2 School Furniture

Particulars	Inspection/Validation	Acceptance	Prepared By	Certified
<b>a.IAR</b>				
I. Schools Division Office (including non-IU)	Team Leader and one Officer/Teacher Who is a Regular Member of the School Inspectorate Team	Supply Officer or designated Property Custodian of the school		
II. Schools Division Office (including non-IU)			Division Personnel In-charge of the Project	Chief of the Schools Governance and Operations Division (SGOD) or higher official concerned
<b>b.Certificate of No Claim Against the Warranty/Certificate of Contract Completion (for release of Retention Money)</b>				
I. Schools Division Office (including non-IU)			Schools Division Personnel In-charge of the Project	Chief of SGOD or higher official concerned

### 1.3 Infrastructure Projects (new construction and repair)

Particulars	Inspected/ Validated by	Certified by	Approval
<b>a. Statement of Work Accomplished (SWA)</b>			
a.i Schools Division Office	Schools Division Engineer In-charge of the Project	-	Chief of SGOD
<b>b. Certificate of 100% Completion</b>			
b.i Schools Division Office		Schools Division Engineer In-charge of the Project	Chief of SGOD
<b>c.Certificate of Final Acceptance*</b>			
c.i Schools Division Office		Schools Division Engineer In-charge of the Project	SDS

\*Required after satisfactory compliance of the rectification requirements under the Defects Liability Period (DLP) which shall be at least one year after issuance of Certificate of 1000% Completion.

### 1.4 Information And Communication Technology (ICT) Equipment and ICT – Related Goods and Services

Particulars	Inspection/Validation	Acceptance	Prepared By	Certified
<b>a.IAR</b>				



Address: Pigcarangan, Tubod, Lanao del Norte



Management System  
ISO 9001:2015



I.	Schools Division Office (including non-IU)	Team Leader and Provisional Member who is an Officer from the ICT Unit of the SDO	Schools Division Supply Officer		
II.	IU School	Team Leader and Officer/Teacher who has adequate knowledge and technical skill on ICT, Equipment, Goods and Services	Supply Officer or School's Designated Property Custodian		
<b>b. Certificate of No Claim Against the Warranty/Certificate of Contract Completion</b> <i>(for release of Retention Money)</i>					
III.	Schools Division Office (including non-IU)			Schools Division Supply Officer	Head of Administrative Unit
IV.	IU School			AO or the School's Designated Property Custodian	SH or the School's OIC designated by the SDS

#### G. PAYROLL FOR THE PAYMENT OF SALARIES AND OTHER BENEFITS

Office/School	As to the Services Rendered	As to Availability of Funds	Approving Official
a. Schools Division Office including non-IU Schools	Head of the Administrative Unit	Head of Accounting/Section	SDS
b. IU School	Administrative Officer, or in absence the Personnel Officer	School's Accountant/Bookkeeper	SH or the the School's OIC designated by the SDS

#### H. DISBURSEMENT VOUCHER (DV's)

	Box A	Box C
a. Schools Division Office	Division Chief/Unit/Section Head	SDO Accountant
b. IU School	Administrative Officer, or Officer In-Charge of the Project	School's Accountant/Bookkeeper

Approval of payment (Box "D" of DV Form shall be signed by the following officials

Office/Amount Involved	Expenditure Class/Approval	
	Personnel Services (PS)	Maintenance & Other Operating Expenses (MOOE) and Capital Outlay
<b>a. Schools Division Office</b> Up to the extent of allotment received	SDS, or in his/her absence, the ASDS	
<b>b. IU School</b> Up to the extent of allotment received	SH or the School's OIC designated by the SDS	
<b>c. Non-IU School</b>		SH or the School's OIC designated by the SDS (for MOOE only)

**I. CHECKS AND LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE –  
AUHTORITY OF DEBIT ACCOUNT (LDDAP-ADA)**

Office /Amount Involved	Certified Correct	Approving Officials under Parts I and II of LDDAP-ADA
<b>a.Schools Division Office including Non-IU</b> Up to the extent of the allotment received	Head of Accounting Unit/Section, or his/her designated alternate, if any	Part I – SDS, in his/her absence, the ASDS  Part II – Cashier and SDS, or in his/her absence, the ASDS
<b>b.IU School</b> Up to the extent of the allotment received	School's Accountant/Bookkeeper	SH or the School's OIC designated by the SDS

**1. Checks, Advice of Checks Issued and Cancelled (ACIC)**

Amount Involved	Signing Official	Countersigning Official
<b>a.Schools Division Office</b>	Cashier, or in his/her absence, the Head of Administrative Division (alternate)	SDS, or in his/her absence, the ASDS
<b>b.IU School</b> Up to the extent of the allotment received	<ul style="list-style-type: none"> <li>Cashier/Disbursing Officer</li> <li>Administrative Officer</li> </ul>	SH or the School's OIC designated by the SDS
<b>c.Non-IU School</b>	-	SH or the School's OIC designated by the SDS



