



Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



February 1, 2018

Division Memorandum No. 45, s.2018

SIGNING AUTHORITIES FOR FINANCIAL AND OTHER MATTERS



To: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Head of Public Schools
All other concerned

1. For smooth and fast transactions, this office issues the signing authorities for financial and other matters in the Division of Camarines Sur.
2. The approval of all activities and transactions shall be in accordance with existing program guidelines, budgeting, accounting, auditing rules and regulations.
3. Activities that are included in the School Improvement Plan (SIP), Annual Implementation Plan (AIP) or other DepEd Special Programs with approval Work and Financial Plans (WFP), Monthly Disbursement Program (MDP) and Annual Procurement Plan (APP) for the current year may not require another proposal.
4. When an activity is not in the SIP, AIP, WFP, MDP, APP, or needing modifications, an authority to conduct is required for holding of the activity.
5. An approving official with a higher level authority is not prejudiced from signing/approving transactions lower than what is delegated to him/her.
6. The superintendent shall not be precluded from exercising his authority to delegate when necessary in the interest of public service.
7. Immediate dissemination and strict compliance with this order is directed.

ARNULFO M. BALANE, CESO V
Schools Division Superintendent

References:

DepEd Order no. 67, s. 2010
DepEd Order no. 66, s. 2008

ONE: Vision and Mission
ONE: Camarines Sur Division
ONE: Goal: Quality Education

SIGNING AUTHORITIES FOR FINANCIAL AND OTHER MATTERS

PARTICULAR/CORRESPONDENCE	RECOMMENDING APPROVAL	APPROVAL
1. Authority to hire Contract of Service/ Job Order	Assistant Schools Division Superintendent (With certificate as to allotment and funds availability by Budget)	Schools Division Superintendent
2. Designation as Officer-In- Charge, Teacher-In-Charge and Disbursing Officers	Assistant Schools Division Superintendent	Schools Division Superintendent
3. Permission to teach - Education Program Supervisors, Public School District Supervisors, School Heads - Teaching Personnel - Non-Teaching, Division Office, School	Assistant Schools Division Superintendent School Head Head and Administrative Unit	Assistant Schools Division Superintendent/Schools Division Superintendent Schools Division Superintendent Schools Division Superintendent
4. Application for sick leave/ vacation leave/maternity leave and grant of service credits ➤ Education Program Supervisors, ➤ Public School District Supervisors, ➤ School Heads ➤ Non-Teaching Personnel (DO) ➤ Teaching Personnel ➤ Non-Teaching Personnel (School) Special order for grant of service credits for teachers	Assistant Schools Division Superintendent Chief ASDS School Head PSDS	Schools Division Superintendent Assistant Schools Division Superintendent Schools Division Superintendent Assistant Schools Division Superintendent Schools Division Superintendent
5. Retirement/Recognition Trust of gifts/Dropping for the Rolls	School Head Assistant Schools Division Superintendent Head Office subject issuance of clearance duly certified by authorized officials as follows: <ul style="list-style-type: none">• Accounting• Cashier• Supply• Admin. Officer/Legal• Record• Library Hub	Schools Division Superintendent
6. Training/Seminars (DepED)		

11.	In Service Training/Seminars Division Level	PSDS Chiefs (initialed by EPS –HR and EPS)	Chiefs SDS
	District Level	PSDS (initialed by Education Program Supervisor I, Education Program Specialist (SA)	Chief CID/SGOD
	School	Chief, Public Schools District Supervisor	Chief CID/SGOD
12.	Certificate of Participation and Appearance - Division - District - School	Chief/Unit Head School Head In-charge School Coordinator	SDS Public Schools District Supervisor School Head
13.	Project Proposal (other than training) Division (Local Funds) (Included in the ASB)	Chief and Budget Officer Public Schools District Supervisor	SDS
	District School	Chief PSDS	Schools Division Superintendent
	Non govt. funds	Public Schools District Supervisor	Chief
14.	School Calendar of Activities	Public Schools District Supervisor	Chief
15.	Annual Implementation Plan, Monthly Performance Work Plan, Action Plans, Accomplishment Reports	Public Schools District Supervisor	Chief
16.	Form-9, Form 10	Public Schools District Supervisor	Assistant Schools Division Superintendent
17.	Travel Reimbursement ➤ Education Program Specialist I ➤ Education Program Supervisors ➤ School Heads	Chief Education Supervisor Public Schools District Supervisor	Assistant Schools Division Superintendent Assistant Schools Division Superintendent
18.	Extra-Curricular Activities/Co- curricular activities Without government funds ➤ School	Public Schools District Supervisor	Schools Division Superintendent Chief

➤ District	Chief	Schools Division Superintendent
Without government funds	Assistant Schools Division Superintendent	Schools Division Superintendent
19. Inspection of Infrastructure Projects	Chief, SGOD	Schools Division Superintendent
20. Inspection of School Furniture	Chief, SGOD	Schools Division Superintendent
21. Program of Works MOOE/Repair	Division Engineer	Schools Division Superintendent
22. Project Proposals for MOOE/Repair/Projects	Chief, SGOD	Assistant Schools Division Superintendent Schools Division Superintendent
23. Project Proposal for Sports and Scouting	Sports Coordinator EPS In-charge	Assistant Schools Division Superintendent Schools Division Superintendent
24. Liquidation Report	Accountant	Assistant Schools Division Superintendent