



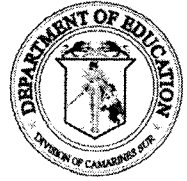
Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur

Tele/Fax 477-33-54



February 19, 2018

ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 45 s.2018

Dated February 1, 2018

Re: Signing Authorities for Financial and Other Matters

Item no. 3 of said memorandum is amended to read as follows:

*"Activities that are included in the School Improvement Plan (SIP), Annual Implementation Plan (AIP) or other DepEd Special Programs with Approved Work and Financial Plans (WFP), Monthly Disbursement Program (MDP) and Annual Procurement Plan (APP) for the current year **may require another proposal**".*

Further, please be guided of the following revisions and additions on the signing authorities for financial matters:

	Particular/ Correspondence	Certification as to allotment and funds availability	Approval
1	Authority to Hire Contract of Service/ Job Order	Budget Officer	Schools Division Superintendent

	Particular/ Correspondence	Recommending Approval	Approval
4	Application for leave and grant of service credits > Non-Teaching Personnel (DO)	Immediate Supervisor/Head	ASDS/ SDS
7	Domestic Travel School (Elementary) > School Head	PSDS	ASDS/ SDS
	> Teaching	School Head	Public Schools District Supervisor
	> Non-Teaching		
	School (Secondary) > School Head	ASDS	Schools Division Superintendent
	> Teaching	School Head	ASDS/ SDS
	> Non-Teaching		
	Outside the Region Division Office Personnel School Personnel > Teaching > Non-Teaching	Assistant Schools Division Superintendent/ Schools Division Superintendent	Regional Director/ Assistant Regional Director

	Particular/ Correspondence	Certification as to accomplishment of the purpose of cash advance	Certification as to completeness and propriety of supporting documents
24	Liquidation Report > Division Office/Non-IUs > Implementing Units (IUs)	ASDS ASDS	School Accountant/Bookkeeper Division Accountant III

ONE Vision and Mission
ONE Camarines Sur Division
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Particular/ Correspondence	Recommending Approval	Approval
Designation of School Property Custodian	-	School Head
Monthly Disbursement Program	-	Schools Division Superintendent
Activity Proposal (Certified funds available by the Budget Officer)	Chief	ASDS (SDS delegated function)

Particular/ Correspondence	Requesting Officer	Certification as to Allotment Availability and Obligation
Obligation Request and Status		
> Division Office	Unit Head/ Administrative Officer V-Admin	Budget Officer
> Implementing Units (IUs)	School Head	School Accountant/ Bookkeeper/ Admin Officer II

Particular/ Correspondence	Approval	Certification as to Availability of Funds
Contracts and Purchase Orders		
> Division Office	SDS	Division Accountant III
> Non-Implementing Units	School Head	Senior Bookkeeper/Disbursing Officer
> Implementing Units (IUs)	School Head	School Accountant/ Bookkeeper

Particular/ Correspondence	Certification as to Necessity and Legality of Expenses	Approval
Disbursement Voucher		
> Division Office	Unit Head/ Administrative Officer V-Admin	SDS/ ASDS
> Non-Implementing Units	School Head	School Head
> Implementing Units (IUs)	School Head/ Admin Officer II	School Head

Particular/ Correspondence	Certified Correct	Approval
LLDAP-ADA		
> Division Office	Division Accountant III	SDS/ ASDS/ AO V-Admin
> Implementing Units (IUs)	School Accountant/ Bookkeeper	School Head

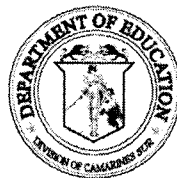
Particular/ Correspondence	Recommending Approval	Approval
Letter of Introduction-Newly Hired		
> Division Office/ Non-IUs	Immediate Supervisor/ Head	Division Cashier III
> Implementing Units		

Particular/ Correspondence	Initial	Approval
Order of Payment (for issuance of Official Receipt)		
> Division Office/ Non-IUs	Bookkeeper- In-Charge per district	District Team Leader/ Division Accountant III
> Implementing Units	-	School Bookkeeper/ Accountant
Opening of Current Account for School MOOE	Division Accountant III Division Cashier III	Schools Division Superintendent

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Particular/ Correspondence	Initial	Approval
Change of bank signatories > Division Office/ Non-IUs > Implementing Units	Division Accountant III Division Cashier III -	Schools Division Superintendent School Principal
Fidelity Bond Division Office/Non-IUs > Principal/TIC/OIC/Finance Officer > Disbursing Officer/Disbursing Officer Designate > Supply Officer/School Property Custodian Implementing Units > Principal/TIC/OIC/Finance Officer > Cashier/ Disbursing Officer > School Property Custodian	Accounting Office Staff (for the bond computation) Division Supply Staff (for the amount of Equipment & Furniture) School Accountant/ Bookkeeper	Administrative Officer V/ Division Cashier III School Principal

Particular/ Correspondence	Endorsing Officials	Approval
Provident Loan	School Principal/Agency Authorized Officer	Schools Division Superintendent

For the guidance of all concerned.

ARNULFO M. BALANE, CESO V
Schools Division Superintendent

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