Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 10, 2023

DIVISION MEMORANDUM
No. 16, s. 2023

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Section and Unit Heads
All Public Elementary and Secondary School Heads and Teachers
All Teaching and Non-Teaching Personnel
All Others Concerned

REVISED DESIGNATION OF UNDERSECRETARIES AND ASSISTANT SECRETARIES TO THEIR STRANDS AND FUNCTIONAL AREAS OF RESPONSIBILITIES AND REVISED SIGNING AUTHORITIES

1. Attached is the Department Order No. 001 s. 2023 titled "Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities" for information and compliance.

2. Immediate and wide dissemination of this Memorandum is advised.

DANTE G. PARUNGAO, CESO V
Schools Division Superintendent

DEP-ED SCIENCE CITY OF MUÑOZ RECEIVED JAN 10 2023 by:

Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; **Email Address**: munozscience.city@deped.gov.ph

Republic of the Philippines
Department of Education

DepEd ORDER
No. 001, s. 2023

JAN 0 9 2023

REVISED DESIGNATION OF UNDERSECRETARIES AND ASSISTANT SECRETARIES TO THEIR STRANDS AND FUNCTIONAL AREAS OF RESPONSIBILITIES AND REVISED SIGNING AUTHORITIES

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. With the recently concluded Strand Management Review (MR) on Organization and Workforce Capacity as the preliminary activity to the proposed reengineering of the Department of Education (DepEd), this Office deems it appropriate to amend the following: (a) DepEd Order 45, s. 2022, re: ***"DESIGNATING THE UNDERSECRETARIES AND ASSISTANT SECRETARIES TO THEIR STRANDS AND FUNCTIONAL AREAS OF RESPONSIBILITIES,"*** (b) DepEd Order 46, s. 2022, re: "***AMENDMENTS TO DEPED ORDER NO. 043, S. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education),"*** (c) DepEd Order 42, s. 2022 re: ***"DELEGATION OF SIGNING AUTHORITY TO THE UNDERSECRETARY-CHIEF OF STAFF,"*** and (d) DepEd Order No. 23, s. 2021 re: "***AMENDMENT TO DEPED ORDER NO. 008, S. 2021 (Revised Signing Authorities for Administrative and Financial Matters in the Department Of Education).***" This is a necessary step in ensuring the proper alignment of the DepEd's mandates, processes, and systems towards the effective implementation of the Basic Education Development Plan (BEDP) 2030, the continuous improvement of DepEd's Quality Management System (QMS), and the proper alignment of the current organization with the DepEd's approved organizational structure and clustering of offices in its 2013 Rationalization Program.

2. This Order is being issued pursuant to the provisions of the Revised Administrative Code,[1] Republic Act (RA) No. 9155, also known as the Governance of Basic Education Act of 2001,[2] and other existing laws, which empower the Secretary to delegate authority to the officers and employees under her direction,[3] and to promulgate the administrative issuances necessary for the efficient administration of the offices under the Secretary and for the proper execution of the laws,[4] the same being incidents of the Secretary's power of supervision and control over the DepEd,[5]

[1] Sections 6-11, Chap.2; Section 40, Chap.8, Book IV, Rev. Admin. Code (1987).
[2] Section 7, Republic Act (RA) No. 9155.
[3] Section 7(8), Chap.2, Book IV, Rev. Admin. Code (1987).
[4] *Id.* at Section 7(4), Chap.2, Book IV.
[5] *Id.* at Section 6, Chap.2; Sections 39-40, Chap. 8, Book IV.

her responsibility for the exercise of DepEd's mandate, powers, and functions,[6] and her overall authority over the operations of the DepEd.[7]

3. Consistent with the principles of accountability and shared governance,[8] and guided by the policy of ensuring harmony, synchronicity, interdependence, and unity in the working relationships within and between the different strands under DepEd, the foregoing delegations of authority and designations aim to improve upon the previous reporting structures, functions, and staffing complements of the DepEd bureaus, services, divisions, offices, and units to ensure their relevance and responsiveness to the changing environment, the development needs of the learners and stakeholders, and the pursuit of long-term education reforms at various organizational levels.

4. In delineating the authorities and accountabilities of the Executive Committee (ExeCom) members over their respective functional areas of responsibility, and the offices and units under them, this Order shall likewise place certain DepEd offices and units in their appropriate strand based on the similarity of functions and objectives of the offices and units. Accordingly, the following are the organizational strands of the DepEd:

a. Curriculum and Teaching ("CT")[9]

b. Human Resource and Organizational Development ("HROD")

c. Operations ("OPS")[10]

d. School Infrastructure and Facilities ("SIF")

e. Legal and Legislative Affairs ("LLA")

f. Administration ("ADMIN")

g. Finance

h. Procurement

5. Section 6 of DO 045, s. 2022, is amended to read as follows:

6. In light of the foregoing, in the interest of the service, and pursuant to existing laws, the following directives are issued:

6.1. Designating the Undersecretaries and Assistant Secretaries to their organizational strands. The Undersecretaries and Assistant Secretaries are designated to their organizational strands, to exercise supervision and control over their designated DepEd organizational units and functional areas of responsibility, as follows:

a. Curriculum and Teaching. In performing its mandates, powers, and functions under existing laws and DepEd issuances, CT shall ensure that the organization focuses on the delivery of a relevant,

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[6] *Id.* at Section 6, Chap.2, Book IV.
[7] Section 7, Chapter 1, RA No. 9155.
[8] *Id.* at Section 5.
[9] Formerly Curriculum and Instruction.
[10] Formerly Governance and Field Operations.

responsive, and inclusive basic education program around which all other strands and offices provide support. It shall lead to the continuous improvement of research-based curriculum and teaching practices, supported by appropriate learning delivery and assessment models and quality learning resources. Accordingly, the functional areas of CT shall include, but not be limited to, the following:

- Curriculum Development
- Learning Delivery
- Education Assessment and Research
- Learning Resources
- Alternative Education (Alternative Learning Systems)

1. **GINA O. GONONG**
   Undersecretary for Curriculum and Teaching

2. **ALMA RUBY C. TORIO**
   Assistant Secretary for Curriculum and Teaching
   - Curriculum Development, Learning Resources, and Learning Delivery
   a. Bureau of Curriculum Development
      i. Curriculum Standards Development Division
      ii. Special Curricular Programs Division

   b. Bureau of Learning Resources - Manila and Cebu
      i. Learning Resources Production Division
      ii. Learning Resources Quality Assurance Division

   c. Bureau of Learning Delivery
      i. Teaching and Learning Division
      ii. Student Inclusion Division
      iii. Indigenous People's Education Office

3. **G.H. S. AMBAT**
   Assistant Secretary for Curriculum and Teaching
   - Education Assessment and Alternative Learning System
   a. Bureau of Education Assessment
      i. Education Assessment Division
      ii. Education Research Division

   b. Bureau of Alternative Education
      i. Policy and Quality Assurance Division
      ii. Program Management and System Development Division

   c. Literacy Coordinating Council Secretariat

b. Human Resource and Organizational Development (HROD). In performing its mandates, powers, and functions under existing laws and DepEd issuances, HROD shall take the lead in ensuring that

holistic and integrated approaches/strategies are undertaken in the development of policies, plans, programs, guidelines, and standards on human resource management and organizational development for DepEd teaching and non-teaching personnel, including the monitoring and evaluation of their implementation with a view towards continuous improvement.

1. **GLORIA JUMAMIL-MERCADO**
   Undersecretary for Human Resource and Organizational Development
   a. Bureau of Human Resource and Organizational Development
      i. Human Resource Development Division
      ii. Organization Effectiveness Division
      iii. School Effectiveness Division
      iv. Employee Welfare Division
         a. Employee Health and Wellness Center
      v. Personnel Division

   b. National Educators Academy of the Philippines
      i. Professional Development Division
      ii. Quality Assurance Division

   c. Teacher Education Council Secretariat

c. **Operations.** In performing its mandates, powers, and functions under existing laws and DepEd issuances, OPS shall ensure that DepEd, as an organization, shall be capacitated to continuously improve and be strategic in managing the environment in which **teaching and learning** takes place. Accordingly, the functional areas of OPS shall include, but not be limited to, the following:

- Promoting non-curriculum-based learner development programs and services
- Advancing education support services that promote "learner readiness"
- Managing disasters and risk factors that potentially affect the learning environment

1. **REVSEE A. ESCOBEDO**
   Undersecretary for Operations
   a. Learner Rights and Protection Office
   b. Disaster Risk Reduction Management Service

2. **FRANCIS CESAR B. BRINGAS**
   Assistant Secretary for Operations
   a. Field Operations (including Regional Offices, Schools Division Offices, and Schools and Learning Centers)
   b. Private Education Office
   c. Palarong Pambansa Secretariat

3. **DEXTER A. GALBAN**
   Assistant Secretary for Operations
   a. Bureau of Learner Support Services
      i. School Health Division

ii. School Sports Division
iii. Youth Formation Division

d. **School Infrastructure and Facilities.** In performing its mandates, powers, and functions under existing laws and DepEd issuances, SIF shall be primarily responsible for formulating and enforcing the policies, standards and guidelines for the effective and efficient implementation of DepEd programs and projects for providing appropriate educational facilities and infrastructure to foster environments that are most conducive to teaching and learning activities.

1. **EPIMACO V. DENSING III**
   Undersecretary for School Infrastructure and Facilities
   a. Education Facilities Division
   b. School Infrastructure Program Management Office

e. **Legal and Legislative Affairs.** In performing its mandates, powers, and functions under existing laws and DepEd issuances, LLA shall have the key focus of enhancing the capacity of the DepEd to effectively cope with and address all DepEd matters with legal implications, including the rendition of timely legal advice and opinions; the just and speedy investigation, adjudication, and resolution of disciplinary cases; the effective use and conduct of the different modes of alternative dispute resolution in the DepEd; the responsive and timely conduct of legal review, the formulation of rules, regulations, and guidance documents. LLA shall likewise proactively move the DepEd's legislative agenda.

1. **JOSE ARTURO C. DE CASTRO**
   Undersecretary for Legal and Legislative Affairs

2. **AMANDA MARIE F. NOGRALES**
   Assistant Secretary for Legal and Legislative Affairs
   a. Legal Service
      i. Investigation Division
      ii. Legal Division

   b. Sites Titling Office

   c. Legislative Liaison Office

   d. Alternative Dispute Resolution Office

f. **Administration.** In performing its mandates, powers, and functions under existing laws and DepEd issuances, ADMIN shall focus on strengthening the administrative services of the DepEd to ensure that the entire organization is effectively and efficiently supported.

1. **KRISTIAN R. ABLAN**
   Undersecretary for Administration

2. **CHRISTOPHER LAWRENCE S. ARNUCO**
   Assistant Secretary for Administration

a. Administrative Service
   i. General Services Division
   ii. Asset Management Division
   iii. Cash Division
   iv. Records Division
   v. Security Services

b. Planning Service
   i. Educational Management Information System Division
   ii. Planning and Programming Division
   iii. Policy Research and Development Division

c. Information and Communications Technology Service
   i. Solutions Development Division
   ii. Technology Infrastructure Division
   iii. User Support Division

d. Teachers Camps in Baguio City and Bagabag, Nueva Vizcaya

g. Finance. In performing its mandates, powers, and functions under existing laws and DepEd issuances, Finance shall ensure proper management of the DepEd's budgetary and financial matters in order to support its operations. It shall likewise ensure that the relevant financial and budgetary data or information of the DepEd are properly recorded, safekept, and made available when needed by the Secretary or any member of the DepEd ExeCom or whenever necessary for DepEd's compliance with the reportorial requirements of government oversight agencies (e.g., DBM, COA, etc.) in accordance with the procedures and limitations set by law. It shall also ensure efficient and effective management of capital intensive foreign-assisted programs and projects.

1. **ANNALYN M. SEVILLA**
   Undersecretary for Finance
   a. Finance Service
      i. Accounting Division
      ii. Budget Division
      iii. Employee Accounts Management Division

   b. Project Management Service
      i. Project Development Division
      ii. Project Management Division

   c. Education Programs Management Office

   d. Voucher Program Management Office

h. Procurement. In performing its mandates, powers, and functions under existing laws and DepEd issuances, Procurement shall ensure that the DepEd's conduct of its procurement activities are compliant with all applicable laws, policies, standards, guidelines, and procedures on government procurement, inclusive of the procurement of goods, consulting services, and contracts for infrastructure projects pursuant to RA 9184 and its Implementing Rules and Regulations.

1. **GERARD L. CHAN**
   Undersecretary for Procurement

2. **OMAR ALEXANDER V. ROMERO**
   Assistant Secretary for Procurement
   a. Procurement Management Service
      i. Contract Management Division
      ii. Procurement Planning and Management Division
      iii. Bids and Awards Committee Secretariat Division

6.2. Office of the Secretary (OSEC). The foregoing designations notwithstanding, the Secretary shall retain the authority and responsibility for the exercise of the mandate of DepEd, and for the discharge of its powers and functions vested by law, in line with her power of supervision and control over the DepEd,[11] and her overall authority over the operations of the DepEd.[12] Accordingly, and in addition to exercising the power to delegate authority to DepEd officials under her direction,[13] the Secretary may place organizational strands, units and functional areas of responsibility directly under OSEC, as may be deemed necessary in the interest of the service, and for their efficient administration and for the proper execution of the laws.[14]

a. **Strategic Management (STRATMA).** In performing its mandates, powers, and functions under existing laws and DepEd issuances, STRATMA shall provide the overall strategic management of DepEd in order to enable the organization to calibrate and pursue its long-term directions, and to effectively interface with the internal and external environment. With its functional areas being inclusive of, but not limited to, policy development, enhancement, and monitoring, STRATMA shall be under the direct supervision and control of the OSEC, and shall cover the following DepEd services, divisions, and units:

   a. Public Affairs Service
      i. Communications Division
      ii. Publications Division
      iii. Public Assistance Action Center

   b. External Partnership Service
      i. International Cooperation Office

   c. Internal Audit Service
      i. Management Audit Division
      ii. Operations Audit Division

   The Secretary shall be assisted by the members of her immediate staff at the OSEC, headed by **SUNSHINE CHARRY A. FAJARDA** and by **MICHAEL WESLEY T. POA**, DepEd Spokesperson.

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[11] Section 6, Chap.2; Sections 39-40, Chap. 8, Book IV, Rev. Admin. Code.
[12] Section 7, Chapter 1, RA No. 9155.
[13] Section 7(8), Chap.2, Book IV, Rev.Admin.Code (1987).
[14] *Id.* at Section 7(4), Chap.2, Book IV.

6. The following are attached and shall form an integral part of this DO:

a. Annex A: ***DepEd Reporting Structure***
b. Annex B: ***Revised Strand Assignments (re: DepEd Representation to Inter-Agency Bodies, Board, Councils and Committees)***[15]
c. Annex C: ***Revised Signing Authorities***[16]
d. Annex D: ***Revised Composition of the National Performance Management Team and Central Office Performance Management Team***[17]

7. Except for the amendments mentioned above and detailed in the attached annexes, all other provisions under DO 45, s. 2022, DO 46, s. 2022, DO 43, s. 2022, DO 42, s. 2022, DO 23, s. 2021 and DO 08, s. 2021 which are not conflicting with the amendments mentioned above and in the attached annexes, shall remain in effect until repealed, modified, or amended accordingly.

8. In connection with the exercise of their authority, the foregoing officials are enjoined to observe the relevant laws, policies, rules, and regulations to ensure the legality and validity of all their acts performed pursuant to this Order. All DepEd officials and employees shall give their full support and cooperation to the foregoing officials in the exercise of their duties and responsibilities.

9. The foregoing officials shall continue to be under the supervision and control of the Secretary.

10. Nothing in this Order shall preclude the Secretary from signing documents, if necessary in the interest of the service, and from exercising her authority and mandate under RA 9155, EO No. 292, s. 1987, and other existing laws.

11. This Order shall take effect immediately and shall remain in force until further orders. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

12. For more information, please contact the **Bureau of Human Resource and Organizational Development-Organization Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at bhrod.oed@deped.gov.ph.

13. Immediate dissemination of and strict compliance with this Order is directed.

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SARA Z. DUTERTE
Vice President of the Philippines
Secretary of the Department of Education

[15] The heads of the respective strands, in coordination with the External Partnership Service, shall determine DepEd's representation for each of these bodies, boards, councils and committees.
[16] This covers the delegated signing authorities, under DO 46, s. 2022, DO 43, s. 2022, DO 42, s. 2022, DO 23, s. 2021 and DO 08, s. 2021.
[17] This shall supersede Office Order OO-OSEC-2022-116, dated December 29, 2022.

Encls.

As stated.

References:

DepEd Order: (Nos. 046, 045, 043, 042, s. 2022 and 08, 023, s. 2021)

To be indicated in the Perpetual Index
under the following subjects:

AMENDMENT
AUTHORITY
BUREAUS AND OFFICES
EMPLOYEES
OFFICIALS
POLICY
RULES AND REGULATIONS
SUPERVISION

JDM, APA, MPC DO Revised Designation of Usec and ASec to their Strands
0006 – January 6, 2023

(Annex A to DepEd Order No. 001 , s. 2023)

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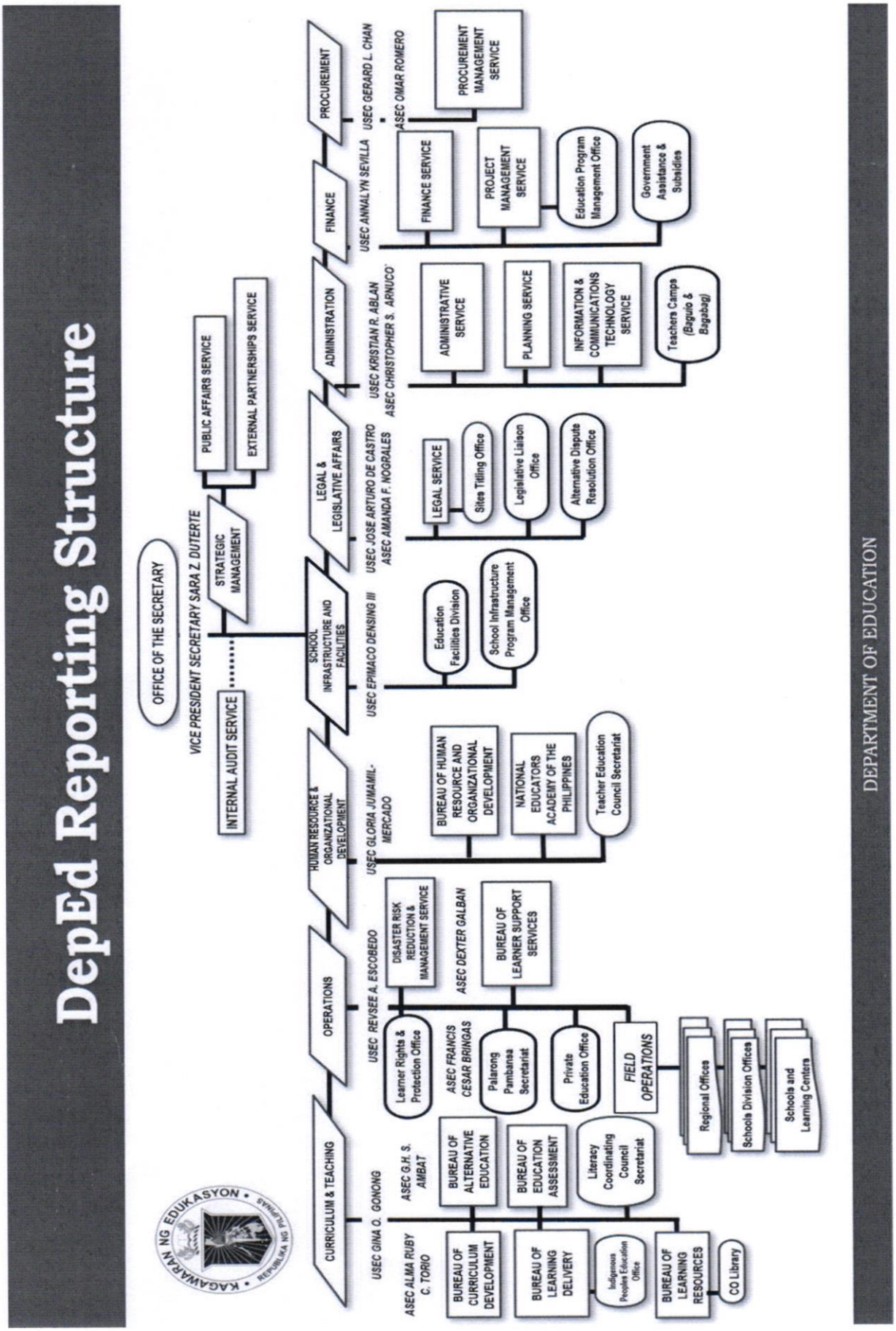

(Annex B to DepEd Order No. 001, s. 2023)

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Revised Strand Assignments
re: DepEd Representation
to Inter-Agency Bodies, Boards, Councils and Committees

A. Curriculum and Teaching

1. ASEAN Senior Officials Meeting on Education (SOM-ED) including ASEAN Socio-Cultural Community (ASCC) engagements
2. ASEAN Senior Officials Meeting on Education (SOM-ED) Official
3. ASEAN Working Group on Strengthening Education for Out of School Youth
4. Asia Pacific Representative at the International Teacher Task Force (2021-2023)
5. Better Life for Out-of-School Girls to Fight against Poverty and Injustice in the Philippines
6. Department of Trade and Industry (DTI) - Philippine Skills Framework (PSF) Council and Executive Committee
7. Design Advisory Council (Design Center of the Philippines)
8. Film Development Council of the Philippines
9. Komisyon sa Wikang Filipino - Lupon sa Wikang Filipino (DepEd Group)
10. National Book Development Board (NBDB)
11. National Commission for Culture and the Arts (NCCA)
12. National Committee on Geological Sciences
13. National Historic Commission of the Philippines (NHCP)
14. National Museum of the Philippines
15. PH ASEAN Qualifications Reference Framework Secretariat
16. Philippine High School for the Arts
17. Philippine Science High School System Board
18. Principal Representative to the APEC Education Network (EDNET)
19. SEAMEO High Official
20. SEAMEO Regional Center for Community Education Development (CED) Lao People's Democratic Republic
21. SEAMEO Regional Centre for Early Childhood Care Education and Parenting (CECCEP) Indonesia
22. SEAMEO Regional Center for Education in Science and Mathematics (RECSAM) Malaysia
23. SEAMEO Regional Center for Lifelong Learning (CELLL) Vietnam
24. SEAMEO Regional Center for Special Education (SEN) Malaysia
25. SEAMEO Regional Center for STEM Education (STEM-ED) Thailand
26. SEAMEO Regional Language Center (RELC) Singapore
27. SEAMEO TED (Regional Center for Technical Education Development Cambodia)
28. Southeast Asia Primary Learning Metrics (SEA-PLM) National Team Member
29. UNESCO Institute for Lifelong Learning

B. Operations

1. Boy Scouts of the Philippines (BSP)
2. Career Guidance Advocacy Program (CGAP) Working Group
3. Committee on Children and HIV/AIDS (COMCHA)
4. Commission on Elections (COMELEC) Advisory Council

5. Council of Good Local Governance (CGLG) – Seal of Good Local Governance (SGLG)
6. Commission on Population and Development Board of Commissioners (POPCOM BoC)
7. Council for the Welfare of Children (CWC) – Council Board
8. Council for the Welfare of Children Sub-Committee for Children with Disabilities (CWC – SC CWD)
9. CWC – Sub-Committee on the Protection and Welfare of Children in Street Situations (SC PWCiSS)
10. CWC – Technical Management Group (TMG)
11. Dangerous Drugs Board (DDB)
12. DOH – Inter-Agency Committee on Antimicrobial Resistance (IACAMR)
13. DSWD – Pantawid Pamilya National Advisory Committee (NAC)
14. Girl Scouts of the Philippines
15. Inter-Agency Committee on Environmental Health (IACEH)
16. Inter-Agency Committee on Tobacco (IAC-T)
17. Inter-Agency Council for Children in Situations of Armed Conflict (IAC CSAC)
18. Interagency Task Force-Task Group on Food Security
19. Inter-Agency Task Force on Zero Hunger
20. National Anti-Poverty Commission
21. National Child's Rights Council
22. National Council on Disability Affairs (NCDA)
23. National Dairy Authority (NDA)
24. National Nutrition Council (NNC)
25. National Steering Committee on Child's Rights Advocacy (NSC CRA)
26. National Technical Working Group for Healthy Learning Institutions (NTWG – HLI)
27. Office of the Presidential Adviser on the Peace Process (OPAPP) and Government Negotiating Panels
28. Palarong Pambansa Secretary-General
29. Philippine Council for Mental Health (PCMH)
30. Philippine Drug Enforcement Agency (PDEA) – Inter-Agency Committee on Anti-Illegal Drugs (ICAD)
31. Philippine National AIDS Council (PNAC)
32. Philippines National Volunteer Service Coordinating Agency (PNVSCA)
33. Philippine Schools Overseas – Technical Committee
34. Philippine Science Heritage Center (PSHC) Advisory Body
35. Responsible Parenthood and Reproductive Health (RPRH) Law – National Implementation Team
36. School Meals Coalition
37. SEAMEO Regional Center for Food and Nutrition (RECFON) Indonesia
38. Social Service Delivery Technical Working Group
39. Technical Working Group on Human Rights-Based Approach to Drug Control (HRBA-Drugs TWG)
40. Tuberculosis National Coordinating Committee
41. Youth Led Civics

C. Human Resource and Organizational Development

1. Advisory Committee on Science and Technology Scholarships
2. APEC Education Network (EDNET) Focal
3. APEC Human Resource Development Working Group (HRDWG)
4. Commission on Filipinos Overseas

5. Department of Social Welfare and Development Technical Working Group for Solo Parents Welfare (DSWD TWG for Solo Parents Welfare)
6. DepEd Focal for the processing of requests for temporary suspension of visa issuance from DFA
7. Development Academy of the Philippines (DAP)
8. First Time Jobseekers Assistance Act (RA 11261) Inter-Agency Committee
9. Inter-Agency Task Force on the National Employment Recovery Strategy (NERS)
10. Member of the AQRF Committee from CHED to Deped
11. Member of the PH-APEC Human Resource Development Working Group (HRDWG)
12. Philippine Commission on Women- Inter-Agency Council on Violence against Women and Their Children (IACVAWC)
13. Principal Representative to the Asia-Pacific Economic Cooperation (APEC) Human Resource Development Working Group (HRDWG)
14. SEAMEO Regional Center for Quality Improvement of Teachers and Educational Personnel in Language (QITEP in Language) Indonesia
15. SEAMEO Regional Center for Quality Improvement of Teachers and Education Personnel in Mathematics (QITEP in Mathematics) Indonesia
16. SEAMEO Regional Center for Quality Improvement of Teachers and Education Personnel in Science (QITEP in Science) Indonesia
17. SEAMEO Regional Training Center (RETRAC) Vietnam
18. Temasek Foundation International and Nanyang Polytechnic International Programme – DepEd Technical Working Group (TWG)
19. TESDA Board – Teacher Education Council

D. School Infrastructure and Facilities

1. Anti-Terrorism Council (ATC)
2. Committee on Devolution – Communication Focal Official
3. Department of Environment and Natural Resources (DENR) - Environmental Management Bureau
4. DILG - National Action Plan on Preventing and Countering Violent Extremism (NAP PCVE)
5. Emergency Assistance for Reconstruction and Recovery of Marawi (ERRM)
6. Enhanced Comprehensive Local Integration Program (E-CLIP)
7. National Intelligence Board
8. National Task Force to End Local Communist Armed Conflict (NTF- ELCAC)
9. Open Government Partnership

E. Legal and Legislative Affairs

1. Advisory Council for Intellectual Property (ACIP)
2. Commission on Human Rights
3. Department of Justice- Committee for the Special Protection of Children (CSPC)
4. Department of Labor and Employment (DOLE), National Council Against Child Labor (NCACL)
5. Human Rights Violations Victims' Memorial Commission (HRVVMC)
6. Inter-Agency Steering Committee (IASC) on Protection of Asylum Seeker, Refugees, and Stateless Persons in the Philippines
7. Juvenile Justice and Welfare Council (JJWC)
8. National Anti-Corruption Coordinating Council (NACC) under the Project Kasangga: Aksyon Laban sa Korupsiyon
9. National Privacy Commission (NPC)
10. Presidential Anti-Corruption Commission (PACC) for the Department of Education

11. Private Education Assistance Committee (PEAC)
12. Presidential Human Rights Committee Secretariat - UN Committee on the Rights of the Child (UNCRC)

F. Administration

1. Bureau of Treasury - National Asset Registry System (NARS) Program
2. ESD-NET 2030 National Focal Point
3. International Initiative for Impact Evaluation (3IE)
4. National Economic and Development Authority (NEDA) - Longitudinal Study on the Filipino Child
5. NEDA - Multisectoral Committee on International Human Development Commitment (NEDA MC-IHDC)
   a. NEDA - National Innovation Council
6. NEDA – Social Development Committee (NEDA – SDC)
7. Philippine Statistics Authority (PSA) Inter-Agency Committee on Education Statistics (IACES)
   a. PSA Board
   b. PSA - Philippine Statistical Development Program 2023-2029
8. PSA - Sustainable Development Goals Indicators Focal Points (SDGI - FP)
9. SEAMEO Regional Center for Educational Innovation and Technology (INNOTECH) Philippines
10. United Nations Educational, Scientific and Cultural Organization (UNESCO) Institute of Statistics (UIS)
11. UNESCO Representative to the Sustainable Development Goals (SDG) Steering Committee

G. Finance

1. Financial Inclusion Steering Committee (FISC) – Bangko Sentral ng Pilipinas
2. Global Partnership for Education (GPE)
3. Inter-Agency Committee on Trade-in Services Secretariat
4. National Economic Development Authority (NEDA) Official Development Assistance System (ODA) - Project Implementation Officer (PIO)
5. SEAMEO Regional Center for Sufficiency Economy Philosophy for Sustainability (SEAMEO SEPS) Thailand
6. United Student Financial Assistance System for Tertiary Education (UniFAST) Board
7. USAID Basic Education Programs

H. Procurement

1. Government Procurement Policy Board

I. Strategic Management

1. Alay Lakad Foundation, Inc.

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Revised Signing Authorities

A. ADMINISTRATIVE MATTERS

A. PERSONNEL APPOINTMENTS

i. Executive Officials

Office/Position	Recommending Approval	Appointing Authority
a. Undersecretary/Assistant Secretary/Bureau Directors/ Service Directors	Secretary	President of the Republic of the Philippines
b. Regional Director (RD) and Assistant Regional Director (ARD)	Secretary	President of the Republic of the Philippines
c. Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	Secretary	President of the Republic of the Philippines

*Appointments to third level positions shall be approved by the President of the Republic of the Philippines, as recommended by the Secretary, who shall take into consideration the submission/recommendation of the DepEd National Search Committee (NSC).

ii. Employees and Teaching Personnel

Office/Position	Certification		Approving Authority
	Compliance with Requirements	Screening and Qualification of Appointees	
Central Office a. Division Chief b. Below Division Chief	Chief, Personnel Division or Highest Ranking HRMO	Chair, Human Resource Merit Promotion and Selection Board (HRMSB)	Undersecretary for HROD

c. Contractual and Coterminous positions	Chief, Personnel Division or Highest Ranking HRMO	Undersecretary in charge	
Regional Office a. Division Chief and below	Chief Administrative Officer, Administrative Division or Highest Ranking HRMO	ARD	RD
Schools Division Office a. Division Chief and below	Administrative Officer V, Administrative Section or Highest Ranking HRMO	ASDS	SDS
b. School Head and below	Administrative Officer V, Administrative Section or Highest Ranking HRMO		

iii. Hiring and Renewal for Contracts of Service and/or Job Order Consultants Employees, including Highly - Technical Consultants

Refer to Office Order OO-OSEC-2019-007 dated January 22, 2019 and Memorandum OM-HROD-2022-0271.

iv. Designation of Officers-in-Charge (OIC) and Special Disbursing Officers (SDOs)

Office/Position	Recommending Approval	Approval
a. Central Office		
1. Undersecretary/ Assistant Secretary	None	Secretary or Undersecretary for HROD
2. Bureau/Service Directors	Undersecretary/Assistant Secretary in charge	
3. Division Chief	Bureau/Service Directors and Undersecretary/Assistant Secretary in charge	Undersecretary for HROD
b. Regional Office		
1. RD/ARD	Undersecretary for Operations	Undersecretary for HROD
2. Division Chief	ARD	RD
c. Schools Division Office		
1. SDS/ASDS	RD and Undersecretary for Operations	Undersecretary for HROD

2. Division Chief and School Heads	ASDS	SDS

- The designation of Special Disbursing Officers (SDOs) shall be approved by the Undersecretary for Finance at the Central Office; Regional Director at the Regional Office; Schools Division Superintendent at the Schools Division Office and Schools.

B. PERSONNEL MOVEMENTS

i. Reassignment and Transfer of DepEd Employees to another DepEd Unit/ Office

a. Central Office

<table>
<tr><th rowspan="2">Position</th><th colspan="2">Within Central Office</th><th colspan="2">To Field Offices</th></tr>
<tr><th>Recommending Approval</th><th>Approval</th><th>Recommending Approval</th><th>Approval</th></tr>
<tr><td>Bureau/ Service Directors</td><td>Assistant Secretary/ Undersecretary concerned</td><td>Undersecretary for HROD</td><td rowspan="3">Undersecretary in charge</td><td>Undersecretary for HROD</td></tr>
<tr><td>Division Chief</td><td>Bureau/Service Directors</td><td rowspan="2">Undersecretary for HROD</td><td rowspan="2">Undersecretary for HROD</td></tr>
<tr><td>Below Division Chief</td><td>Division Chief and Bureau/Service Directors</td></tr>
</table>

b. Regional Office

<table>
<tr><th rowspan="2">Position</th><th colspan="2">Within the RO and SDOs within the RO</th><th colspan="2">To CO or another Region</th></tr>
<tr><th>Recommending Approval</th><th>Approval</th><th>Recommending Approval</th><th>Approval</th></tr>
<tr><td>RD/ARD</td><td>N/A</td><td>N/A</td><td>Undersecretary for Operations</td><td>Undersecretary for HROD</td></tr>
<tr><td>Division Chief</td><td>ARD</td><td>RD</td><td rowspan="2">RD</td><td rowspan="2">Undersecretary for Operations/ Undersecretary for HROD</td></tr>
<tr><td>Below Division Chief</td><td>Division Chief and ARD</td><td>RD</td></tr>
</table>

c. Schools Division Office

Position	Within the SDO		To CO or another SDO/Region	
	Recommending Approval	Approval	Recommending Approval	Approval
SDS/ASDS	N/A	N/A	Undersecretary for Operations	Undersecretary for HROD
Division Chief	ASDS	SDS	SDS	Undersecretary for HROD
Below Division Chief	Division Chief and ASDS	SDS		
School Head	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/ Undersecretary for HROD
Teaching and Non-teaching positions in the school	School Head and ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/ Undersecretary for HROD

ii. Secondment and Detail of DepEd Employees

Office	Recommending Approval	Approval
a. Central Office	Undersecretary/Assistant Secretary in charge	Undersecretary for HROD
b. Regional Office	Regional Director	
c. Schools Division Office		
d. Schools		

C. OFFICIAL FOREIGN TRAVEL

Office/Position	Recommending Authority	Approving Authority
a. Central Office		
1. Undersecretary (USEC), and Assistant Secretary (ASEC)	None	Undersecretary for HROD
2. Bureau/Service Director, and Executive Director	Undersecretary/ Assistant Secretary concerned (Highest	Undersecretary for HROD

	Executive of the Strand)	
3. Division Chief, and Below	Bureau/Service Director concerned	Undersecretary/ Assistant Secretary concerned (Highest Executive of the Strand)
4. Offices/Units/Staff Complement - Office of the Secretary (OSEC)	Director concerned as may be applicable	Head Executive Assistant
5. Offices/Units/Staff Complement - Office of the ASEC/USEC	None	Undersecretary/Assistant Secretary concerned
b. Regional Office		
1. Regional Director (RD), and Assistant RD	Undersecretary for Operations	Undersecretary for HROD
2. Division Chief, and Below	RD	Undersecretary for Operations
c. Schools Division Office		
1. Schools Division Superintendent (SDS), and Assistant SDS	RD	Undersecretary for Operations
2. Division Chief, and Below, including PSDS	SDS	Undersecretary for Operations
d. Schools		
1. School Head	SDS	Undersecretary for Operations
2. Teaching personnel, and Non-Teaching personnel	SDS	Undersecretary for Operations
e. Attached Agencies		
1. Agency Head	None	Head Executive Assistant
2. ECCD Council	Executive Director	Head Executive Assistant
3. NAS	Executive Director	Head Executive Assistant
4. NBDB	Executive Director	Head Executive Assistant
5. NCCT	Executive Director	Head Executive Assistant
6. NMP	Director General	Head Executive Assistant
7. PHSA	Director IV	Head Executive Assistant
8. Other Attached Agencies	Head of the Agency	Head Executive Assistant

D. OFFICIAL LOCAL TRAVEL

Office/Position	Recommending Authority	Approving Authority
a. Central Office		
1. Undersecretary and Assistant Secretary	None	Undersecretary for HROD
2. Bureau/ Service Director, and Executive Director	None	Undersecretary/ Assistant Secretary concerned (Highest Executive of the Strand)

3. Division Chief, and Below	Bureau/Service Director concerned	Undersecretary/Assistant Secretary concerned (Highest Executive of the Strand)
4. Offices/Units/Staff Complement - Office of the Secretary (OSEC)	Director concerned as may be applicable	Head Executive Assistant
5. Offices/Units/Staff Complement - Office of the Undersecretary/ Assistant Secretary	None	Undersecretary/Assistant Secretary concerned (Highest Executive of the Strand)
b. Regional Office		
1. RD	None	Undersecretary for Operations (for destinations outside the Region only)
2. ARD	RD (for destinations outside the Region only) None (for destinations within the Region)	Undersecretary for Operations (for destinations outside the Region only) RD (for destinations within the Region)
3. Division Chief and Below	ARD	RD
c. Division Office		
1. SDS	None	RD (for destinations outside the Division only)
2. ASDS	SDS (for destinations outside the Division only) None (for destinations within the Division)	RD (for destinations outside the Division only) SDS (for destinations within the Division)
3. Division Chief, and Below, including PSDS	ASDS	SDS
d. Schools		
1. School Head (SH)	ASDS	SDS
2. Teaching personnel, and Non-Teaching personnel (for destination within the Division)	None	SH
3. Teaching personnel, and Non-Teaching personnel (for destination outside the Division)	SH	SDS
e. Attached Agencies		
Local official travel of officers and personnel of DepEd Attached Agencies shall be governed by their internal agency rules and procedures.		

E. PERSONAL FOREIGN TRAVEL

Office/Position	Recommending Authority	Approving Authority
a. Central Office		
1. Undersecretary and Assistant Secretary	Undersecretary for Operations	Undersecretary for HROD
2. Bureau/Service Director, and Executive Director	None	Undersecretary/Assistant Secretary concerned (Highest Executive of the Strand)
3. Division Chief, and Below	Bureau/Service Director concerned	Undersecretary/Assistant Secretary concerned (Highest Executive of the Strand)
4. Offices/Units/Staff Complement - Office of the Secretary (OSEC)	Director concerned as may be applicable	Head Executive Assistant
5. Offices/Units/Staff Complement - Office of the Undersecretary/ Assistant Secretary	None	Undersecretary/Assistant Secretary concerned (Highest Executive of the Strand)
b. Regional Office		
1. Regional Director (RD)	None	Undersecretary for HROD
2. Assistant RD	RD	Undersecretary for HROD
3. Division Chief, and Below	ARD	RD
c. Division Office		
1. Schools Division Superintendent (SDS), and Assistant SDS	RD	Undersecretary for HROD
2. Division Chief, and Below, including PSDS	SDS	RD
d. Schools		
1. School Head	SDS	RD
2. Teaching personnel, and Non-teaching personnel	SDS	RD
e. Attached Agencies		
1. Head of Attached Agency	None	Head Executive Assistant
2. Local official travel of other officers and personnel of DepEd Attached Agencies shall be governed by their internal agency rules and procedures.		

F. PERMISSION TO OUTSIDE STUDY, TEACH OR PRACTICE A PROFESSION

Office/Position	Recommending Approval	Approval
a. Central Office		
1. Undersecretary/Assistant Secretary	None	Undersecretary for HROD

Office/Position	Recommending Approval	Approval
2. Bureau/Service Directors	Undersecretary/ Assistant Secretary in charge	
3. Division Chief	Bureau/Service Directors	
4. Below Division Chief	Division Chief in charge	
b. Regional Office		
1. RD/ARD	Undersecretary for Operations	Undersecretary for HROD
2. Division Chief	ARD	RD
3. Below Division Chief	Division Chief and ARD	RD
c. Schools Division Office		
1. SDS/ASDS	RD	Undersecretary for HROD
2. Division Chief	ASDS	SDS
3. Below Division Chief	Division Chief	SDS
d. Schools		
1. School Head/Head Teacher	ASDS	SDS
2. Teaching and Non-teaching personnel	School Head and ASDS	SDS
e. **DepEd Lawyers**		
Limited authority to teach or practice law for: 1. Attorney positions across governance levels 2. Other non-lawyer item in DepEd	**CO** - Bureau/Service Director and Assistant Secretary for Legal and Legislative Affairs **RO and SDO** - Regional Director in charge and Assistant Secretary for Legal and Legislative Affairs	Undersecretary for Legal and Legislative Affairs

G. APPLICATIONS FOR SICK / VACATION / STUDY / MATERNITY / PATERNITY LEAVE AND GRANT OF SERVICE CREDITS FOR TEACHERS

i. Sick/Vacation/Study/Maternity/Paternity Leave

Office/ Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
a. Central Office				
1. Undersecretary	None	Undersecretary for HROD	None	Undersecretary for HROD

Office/ Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	**Approval**	**Recommending Approval**	**Approval**
2. Assistant Secretary	Undersecretary in charge		Undersecretary in charge	
3. Bureau/ Service Directors	None	Assistant Secretary/ Undersecretary in charge	Assistant Secretary/ Undersecretary in charge	
4. Division Chief	Bureau/Service Director	Assistant Secretary/ Undersecretary in charge	Bureau/Service Director	Assistant Secretary/ Undersecretary in charge
5. Below Division Chief	Division Chief in charge	Bureau/Service Director	Division Chief and Bureau/Service Director	
b. Regional Office				
1. RD/ARD	None	Undersecretary for Operations	Undersecretary for Operations	Undersecretary for HROD
2. Division Chief	ARD	RD	ARD	RD
3. Below Division Chief	Division Chief	ARD	Division Chief and ARD	RD
c. Schools Division Office				
1. SDS/ASDS	ARD	RD	ARD	Undersecretary for Operations
2. Division Chief	ASDS	SDS		
3. Below Division Chief	Division Chief	ASDS	Division Chief and ASDS	SDS
d. Schools				
1. School Head/Head Teacher/TIC	ASDS	SDS	ASDS	SDS
2. Teaching and Non-teaching personnel	School Head	ASDS	School Head and ASDS	SDS

ii. Grant of Service Credits of Teachers

The special order for the grant of service credits for teachers shall be signed by the SDS upon recommendation of the School Head. Please refer to **DepEd Order No. 53, s. 2003** entitled *Updated Guidelines on Grants of Vacation Service Credits to Teachers*, with **DepEd Order No. 84, s. 2003** *entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers*, and **DepEd Memorandum No. 77, s. 2022** or the *Computation of Public School Teachers' Proportional Vacation Pay for SY 2021-2022.*

H. RETIREMENT

Particulars	Central Office	Regional Office	Schools Division Office
On cash advances, accounts receivable, and travelling expenses paid in advance	Chief of Accounting Division	Chief of Finance Division	Head of Accounting Unit
On cash Accountability	Chief of Cash Division	Chief of Finance Division	Head of Accounting Unit
On Provident Fund Loan	Chief of Employee Account Management Div.	Chief of Finance Division	Head of Accounting Unit
On property accountability	Chief of Asset Management Div.	Chief of Administrative Division	Head of Admin.
On attendance records and salary overpayment	Chief of Personnel Division	Chief of Administrative Division	Head of Admin.
On pending administrative case	Director of Legal Service	Legal Officer	Legal Officer
On records borrowed	Chief of Records Division	Chief of Administrative Division	Records Officer
On books/ materials borrowed	Librarian/ Chief of General Services Div.	Librarian or counterpart	Librarian or counterpart
Tools, Instruments and Equipment borrowed	*In the case of BLR Cebu; Administrative Assistant III (Tool Keeper)		
Recommending Approval	Director of BHROD	ARD	SDS
Approval	Asst. Secretary/ Undersecretary in charge	RD	SDS

a. Clearance for Undersecretaries and Assistant Secretaries shall be approved by the Undersecretary for HROD.
b. Clearance for RD shall be approved by the Undersecretary for Human Resource and Organizational Development, duly endorsed by the Undersecretary for Operations.
c. Clearance for ASDS, SDS, and ARD must be approved by the Undersecretary for Operations upon recommendation of the RD.

I. RESIGNATION

Office/Position	Recommending Approval	Approval
a. Central Office		
1. Division Chief	Bureau/ Service Directors and Undersecretary/ Assistant Secretary in charge	Undersecretary for HROD
2. Below Division Chief	Division Chief, Bureau/Service Director and Undersecretary/ Assistant Secretary in charge	
b. Regional Office		
1. Division Chief	ARD	RD
2. Below Division Chief	Division Chief and ARD	RD
c. Schools Division Office		
1. Division Chief	ASDS	SDS
2. Below Division Chief	Division Chief	SDS
d. Schools		
1. School Head/Head Teacher	ASDS	SDS
2. Teaching and Non-teaching personnel	School Head and ASDS	SDS

a. Resignation of personnel in third-level positions will be approved by the President of the Republic of the Philippines, with recommending approval of the Secretary.

J. TERMINATION OF APPOINTMENT AND DROPPING FROM THE ROLLS

Office/Position	Recommending Approval	Approval
a. Central Office		
• Undersecretary/ Assistant Secretary/Bureau/ Service Directors	Secretary	President of the Republic of the Philippines
• Division Chief	Undersecretary/Assistant Secretary in charge	Undersecretary for HROD
• Below Division Chief	Division Chief and Bureau/ Service Director	Undersecretary/Assistant Secretary in charge
b. Regional Office		
• RD/ARD	Secretary	President of the Republic of the Philippines
• Division Chief	ARD	RD
• Below Division Chief	Division Chief and ARD	RD
c. Schools Division Office		
• SDS/ASDS	Secretary	President of the Republic of the Philippines
• Division Chief	ASDS	SDS
• Below Division Chief	Division Chief and ASDS	SDS

Office/Position	Recommending Approval	Approval
d. Schools		
• School Head/Head Teacher	ASDS	SDS
• Teaching and Non-teaching personnel	School Head and ASDS	SDS

K. NOTICE OF SALARY ADJUSTMENT (NOSA) AND NOTICE OF STEP INCREMENT (NOSI)

Office/Position	Recommending Approval	Approval
a. Central Office		
• Secretary/Undersecretary/Assistant Secretary		Undesecretary for HROD
• Bureau/Service Directors	Chief of Personnel Division and Director of BHROD	Undersecretary for HROD
• Division Chief and below	Chief of Personnel Division and Director of BHROD	Undersecretary for HROD
b. Regional Office		
• RD/ARD	Chief of Personnel Division and Director of BHROD	Undersecretary for Operations
• Division Chief and below	Chief of Administrative Division and ARD	RD
c. Schools Division Office		
• SDS/ASDS	Chief of Personnel Division and Director of BHROD	Undersecretary for HROD
• Division Chief and below	Chief of Admin. And ASDS	SDS
d. Schools		
• School Head/Head Teacher/ Teaching and Non-teaching personnel	Chief of Admin. And ASDS	SDS

L. EQUIVALENT RECORD FORM

Endorsement (School)	Recommending Approval (SDO)	Approval (RO)
School Head	Head of Admin, SDS	Regional Director

M. AUTHORITY TO RENDER OVERTIME SERVICES

Governance Level	Recommending Approval	Approval
a. Central Office		
• Division Chief and below	Bureau/Service Director and Undersecretary/ Assistant Secretary in charge In the case of BLR Cebu, Director III and Bureau Director	Undersecretary/ Assistant Secretary in charge
b. Regional Office		
• Division Chief and below	ARD	RD
c. Schools Division Office		
• Division Chief and below	ASDS	SDS

N. PROPERTY AND SUPPLY ISSUANCES

i. Central Office

Forms	Recommending Approval	Approval
Report on the Physical Count of Inventories (RPCI)	Administrative Service (AS) Director *In the case of BLR Cebu, Director III - BLRC	Undersecretary for Administration
Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	AS Director *In the case of BLR Cebu, Director III - BLRC	Undersecretary for Administration
Report of Supplies and Materials Issued (RSMI)	SAO – AMD *In the case of BLR Cebu, AO V – Administrative Section of BLRC	Chief – AMD *In the case of BLR Cebu, Director III of BLRC
Inspection and Acceptance Report (IAR)	Inspection Officer/Inspection Committee *In the case of BLR Cebu, Inspection Committee Chair and Supply Officer of BLRC	Chief – AMD *In the case of BLR Cebu, AO V - Administrative Section of BLRC

Waste Materials Report (WMR)	Chief – AMD *In the case of BLR Cebu, AO V – Administrative Section of BLRC	Chairman, Disposal Committee *In the case of BLR Cebu, Chairman, Disposal Committee of BLRC
Relief of Accountability - Semi Expendables	SAO – AMD *In the case of BLR Cebu, AO V – Administrative Section of BLRC	Chief – AMD *In the case of BLR Cebu, Director III of BLRC
Relief of Accountability - PPE	Chief – AMD *In the case of BLR Cebu, Director III of BLRC	COA – DepEd

	Requesting Party	**Approval**
Inventory and Inspection Report of Unserviceable Property (IIRUP)	Chief – AMD *In the case of BLR Cebu, AO V – Administrative Section of BLRC	Chairman, Disposal Committee *In the case of BLR Cebu, Chairman, Disposal Committee of BLRC
Requisition and Issue Slip (RIS) for semi-expendable items and consumables	Accountable Officer (DepEd Employee) *In the case of BLR Cebu, Accountable Officer (DepEd Employee)	Head of requisitioning office *In the case of BLR Cebu, Head of requisitioning Unit
Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee) *In the case of BLR Cebu, Accountable Officer (DepEd Employee)	Chief – AMD *In the case of BLR Cebu, AO V – Administrative Section of BLRC
Report on Lost, Stolen, Damaged, Destroyed Property (RLSDDP)	Accountable Officer (DepEd Employee), noted by Immediate Supervisor *In the case of BLR Cebu, Accountable Officer	COA – DepEd

	(DepEd Employee) noted by immediate supervisor	

	Issuing Party	**Receiving Party**
Inventory Custodian Slip (ICS)	Supply Officer / Chief – AMD *In the case of BLR Cebu, Supply Officer of BLRC	Accountable Officer
Property Acknowledgment Receipt (PAR)	Supply Officer / Chief – AMD *In the case of BLR Cebu, Supply Officer of BLRC	Accountable Officer
Property Transfer Report (PTR) - Inter Agency	Head of Agency or Authorized Representative *In the case of BLR Cebu, Director III and Bureau Director	Head of Agency or Authorized Representative
Property Transfer Report (PTR) - Intra Agency	Supply Officer / Chief – AMD *In the case of BLR Cebu, Supply Officer and AO V – Administrative Unit of BLRC	Supply Officer of receiving office

ii. Regional Office

Forms	**Recommending Approval**	**Approval**
Report on the Physical Count of Inventories (RPCI)	Chief Administrative Officer	Regional Director
Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	Chief Administrative Officer	Regional Director
Report of Supplies and Materials Issued (RSMI)	Regional Supply Officer	Chief Administrative Officer
Inspection and Acceptance Report (IAR)	Inspection Officer/ Inspection Committee	Regional Supply Officer
Waste Materials Report (WMR)	Regional Supply Officer	Chairman, Disposal Committee

Forms	Recommending Approval	Approval
Relief of Accountability - Semi Expendables	Property Custodian	Regional Supply Officer
Relief of Accountability - PPE	Regional Supply Officer	COA - RO

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

	Issuing Party	Receiving Party
Inventory Custodian Slip (ICS)	Regional Supply Officer	Accountable Officer
Property Acknowledgment Receipt (PAR)	Regional Supply Officer	Accountable Officer
Property Transfer Report (PTR)	Regional Supply Officer	Supply Officer of receiving office

iii. Division Office

Forms	Recommending Approval	Approval
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

Forms	Recommending Approval	Approval
Relief of Accountability - Semi Expendables	Property Custodian	Administrative Officer V
Relief of Accountability – PPE	Administrative Officer V	COA - DO

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

	Issuing Party	Receiving Party
Inventory Custodian Slip (ICS)	Division Supply Officer	Accountable Officer
Property Acknowledgment Receipt (PAR)	Division Supply Officer	Accountable Officer
Property Transfer Report (PTR)	Division Supply Officer	Supply Officer of receiving office

iv. Elementary and Non-IU Secondary Schools

Forms	Recommending Approval	Approval
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

Forms	Recommending Approval	Approval
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

	Requesting Party	Approval
Inventory and Inspection Report of Unserviceable Property (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

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

v. Secondary Schools (IU)

Forms	Recommending Approval	Approval
Report on the Physical Count of Inventories (RPCI)	Supply Officer/Property Custodian	School Head

Forms	Recommending Approval	Approval
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

	Requesting Party	**Approval**
Inventory and Inspection Report of Unserviceable Property (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

	Issuing Party	**Receiving Party**
Inventory Custodian Slip (ICS)	Supply Officer/Property Custodian	Accountable Officer
Property Acknowledgment Receipt (PAR)	Supply Officer/Property Custodian	Accountable Officer
Property Transfer Report (PTR)	Supply Officer/Property Custodian	Supply Officer / Property

Forms	Recommending Approval	Approval
		Custodian of receiving office

O. CORRESPONDENCE

TYPE OF LETTER	SIGNING AUTHORITY (APPROVAL)
Addressed to the President of the Republic of the Philippines	Secretary
Addressed to the Cabinet Members	Undersecretary in charge
Addressed to bilateral and multilateral institutions	
Agency concurrence / comments to proposed issuances of the Executive Branch	

II. FINANCIAL AND PROCUREMENT MATTERS

A. ACTIVITY REQUEST (AR), AUTHORITY TO CONDUCT (ATC) AND AUTHORITY TO PROCURE (ATP)/PURCHASE REQUEST

1. Except as provided in the subsequent Items (2 and 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 approval of the Activity Request (AR) or the Authority to Conduct (ATC) that was prepard for the purpose. The AR or ATC,as the case may be, shall be prepared in acoordance with the authorities indicated in the following table:

a. Central Office

<table>
<tr><th rowspan="2">Amount Involved</th><th rowspan="2">Requesting Official</th><th rowspan="2">Certification of Availability of Allotment</th><th colspan="3">Approving Official</th></tr>
<tr><th>Policy</th><th>Finance</th><th>Transfer/ Downloading of Funds</th></tr>
<tr><td>Not over P1 Million</td><td>Head of Office/ Division Chief or higher official concerned</td><td>Chief of Budget Division</td><td>Assistant Secretary or Undersecretary concerned</td><td>N.A.</td><td>Undersecretary for Finance</td></tr>
<tr><td rowspan="2">Over P1 Million up to P5 Million</td><td>Unit Head for BLR Cebu</td><td>Accountant 1 for BLR Cebu</td><td colspan="3">Director for BLR Cebu</td></tr>
<tr><td>Head of Section or higher</td><td>Head of Budget Unit</td><td>Teacher's Camp</td><td>N.A.</td><td>Undersecretary for Finance</td></tr>
</table>

Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official		
			Policy	Finance	Transfer/ Downloading of Funds
	official concerned for Baguio Teacher's Camp (BTC)		Superintendent for BTC		
Over P5 Million up to 100 Million	Teachers' Camp Superintendent for BTC	Head of Budget Unit	Undersecretary for Admin.	N.A.	
Over P100 Million	Head of Office/Division Chief or higher official concerned	Chief of Budget Division	Assistant Secretary or Undersecretary concerned	Undersecretary for Finance	

b. Regional and Schools Division Office

Office/Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official
a. Regional Office Up to the extent of allotment received	Head of Office/ Division Chief	Chief of Finance Division	RD
b. Schools Division Office Up to the extent of allotment received	Division Chief /Unit Head	Budget Officer	SDS

2.Procurement projects and/or activities that are incorporated in the approved WFP, or Annual Implementation Plan (AIP) where applicable, and in the approved Annual Procurement Plan (APP), shall be undertaken upon the approval of the Authority to Procure (ATP)/Purchase Request, prepared in accordance with the prescribed form and observing the following signing authorities:

a. Central Office

Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official
Not over P1 Million	Head of Office/ Division Chief or higher official concerned	Chief of Budget Division	Director or higher official concerned
	Head of Section or higher official concerned for BTC	Head of Budget Unit	Teachers' Camp Superintendent for BTC
Over P1 Million up to P5 Million	Director or higher official concerned	Chief of Budget Division	Assistant Secretary or higher official concerned
	Teachers' Camp Superintendent for BTC	Head of Budget Unit	Assistant Secretary or higher official concerned
Over P5 Million up to 100 Million	Director or higher official concerned	Chief of Budget Division	Undersecretary concerned
	Teachers' Camp Superintendent for BTC	Head of Budget Unit	Undersecretary concerned
Over P100 Million	Undersecretary concerned	Chief of Budget Division	Undersecretary for Finance

b. Regional and Schools Division

Office/Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official
1. Regional Office Up to the extent of allotment received	Head of Office/Division Chief concerned	Chief of Finance Division	Regional Director

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

3.The ATP/PR shall be prepared 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 a Supplemental APP; or in the case of the field offices or schools, 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

1. Bidding Documents, Bid Bulletins, correspondences, notices and other documents issued in connection with the conduct of a procurement activity or proceeding shall be signed and issued by the Bids and Awards Committee concerned or by the Acquisitions Committee, through the Chairperson of the committee concerned.

2. For projects awarded through public bidding, the Officials, as designated below, are hereby given full authority to approve and issue the Resolution to Award (RTA) and the Notice to Award (NOA) on behalf of the Secretary, as Head of the Procuring Entity (HoPE):

a. Central Office

Amount Involved	Approving (i.e. RTA) and Issuing (i.e. NOA) Official
Not over P1 Million	Director or higher official concerned
	Teachers' Camp Superintendent for BTC
	Director for BLR Cebu
Over P1 Million to P5 Million	Assistant Secretary or higher official concerned
Over P5 Million	Undersecretary concerned. However, if the procurement of the project subject of the RTA and the NOA had been undertaken by the Bids and Awards Committee of which the Undersecretary concerned is the Chairperson or a member, the same shall be approved and issued by the Secretary or by any Undersecretary as may be subsequently authorized by her.

b. Regional Offices, Schools Division Offices, and Schools

Office/Amount Involved	Approving (i.e. RTA) and Issuing (i.e. NOA) Official
1. Regional Office Up to the extent of allotment received	RD
2. Schools Division Office Up to the extent of allotment received	SDS
3. IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS
4. Non-IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS

3. If the procurement subject of the RTA and the NOA was undertaken through any of the alternative methods of procurement, regardless of the

amount involved, a written full authority from the HoPE as designated by the Secretary, shall be separately issued specifying the particular project involved and the name of the Official to whom the authority is given.

4. For other-procurement related documents:

Document	Signing Authority (Approval)
a. Procurement Monitoring Report for submission to the Government Procurement Policy Board and posting	Undersecretary for Procurement
b. Other documents and transactions requiring signature of the Secretary as HoPE	HoPE as designated by the Secretary

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. Central Office	
i. Bureau/Service/Executive Office	Chief Accountant
ii. BTC	BTC Accountant
iii. BLR Cebu	BLR Cebu Accountant
b. Regional Office	Head of Accounting Unit
c. Schools Division Office	Accountant
d. IU School	School's Accountant/Bookkeeper
e. Non-IU School	School's Bookkeeper In-charge (ADAS III)

2. For contracts awarded through public bidding, the Officials, as designated below, are hereby given full authority to sign the procurement Contract, Purchase Order, MOA, or agreement in whatsoever form, on behalf of the Secretary, as the HoPE:

a. Central Office

Amount Involved	Signing Official
Not over P1 Million	Director or higher official concerned

Amount Involved	Signing Official
	Teachers' Camp Superintendent for BTC
	Director for BLR Cebu
Over P1 Million up to P5 Million	Assistant Secretary or higher official concerned
Over P5 Million	Undersecretary concerned. However, if the procurement of the project subject of the contract had been undertaken by the Bids and Awards Committee of which the Undersecretary concerned is the Chairperson or a member, the same shall be signed by the Secretary or by any Undersecretary as may be subsequently designated by her.

b. Regional Offices, Schools Division Offices, and Schools

Office/Amount Involved	Signing Official
1. Regional Office Up to the extent of allotment received	RD
2. Schools Division Office Up to the extent of allotment received	SDS
3. IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS
4. Non-IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS

3. If the procurement subject of the contract was undertaken through any of the alternative methods of procurement, regardless of the amount involved, a written full authority from the HoPE as designated by the Secretary, shall be separately issued specifying the particular contract involved and the name of the Official to whom the authority is given.

4. A procurement Contract, Purchase Order, MOA, or agreement in whatsoever form, shall be issued a Notice to Proceed (NTP) by the same official authorized to sign the said Contract, Purchase Order, MOA, or agreement in whatsoever form.

5. Contract time or delivery suspension, work suspension, amendment to order, variation order, other forms of amendment, or modification to the agreements, and other incidents of contract implementation, including all correspondence and notices arising therefrom, shall be issued by the same official authorized to sign the Contract, Purchase Order, MOA, or by agreement in whatsoever form, without prejudice to the prerogative of the lead Execom official concerned or the Secretary to review, reverse, or modify the same, when necessary.

D. AUTHORITY TO DRAW CASH ADVANCE

1. Requests for Authority to Draw Cash Advance (ADCA) shall be supported by an approved AR or ATC and APP for the year of the office concerned, as well as the review and evaluation of the Accounting Division/Unit/Section on the compliance with applicable rules and regulations on granting of cash advance. The ADCA shall be signed by the following DepEd officials:

Office/Amount Involved	**Approval**
a. Central Office Not over P10 Million	Director for Finance Service
Over P10 Million	Undersecretary for Finance
b. Regional Office Up to the extent of allotment received	RD
c. Schools Division Office Up to the extent of allotment received	SDS
d. IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS

E. SUB-ALLOTMENT RELEASE ORDER

1. Funds released by the DBM to DepEd intended for the implementation of programs, projects or activities by DepEd field units shall be downloaded through a Sub-Allotment Release Order (Sub-ARO). No Sub-ARO shall be issued by the Budget Division/Unit without an approved Transfer / Downloading of Funds.

2. The Sub-ARO shall be signed by the following officials:

Amount Involved	Approval for Transfer/ Downloading of Funds
a. Central Office	Undersecretary for Finance
b. Regional Office Up to the extent of allotment received	RD

a. Of the amount transferred or downloaded by the Central Office to the RO, the SDO shall receive their funding requirement from the sub-ARO issued by the Regional Office concerned;
b. From the Sub-ARO received from the RO, the SDO may further sub-allot the funding requirement of its School Implementing Unit. Provided, the Sub-ARO issued must not exceed the amount transferred or downloaded to the RO and SDO.

F. OBLIGATION REQUEST AND STATUS

1. The Obligation Request and Status (ORS) shall be signed by the following officials:

	Box "A"	Box "B"
a. Central Office i. Bureau/Service/ Executive Office	Division Chief or Higher Official	Chief of Budget Division
ii. Baguio Teacher's Camp	Head of Unit concerned or Teachers' Camp Superintendent	Head of Budget Unit
iii. BLR Cebu	Director III for BLR Cebu	Head of Budget Unit – DepEd CO
b. Regional Office	Division Chief concerned/Unit Head	Chief of Finance Division
c. Schools Division Office	Division Chief/Unit/ Section Head	Head of Budget Unit/Section
d. IU School	SH or the School's OIC designated by the SDS	Designated Budget Officer [AO or Administrative Assistant (ADAS) II/III]

G. INSPECTION, ACCEPTANCE, AND COMPLETION OF DELIVERIES

All claims for payment of procurement deliveries shall be supported by documents signed by officials as enumerated below:

1. Goods and Services as well as Infrastructure Projects Procured by the Central Office

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

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
a. Inspection and Acceptance Report (IAR) i. Bureau/ Service/ Center	At least two (2) designated members of DepEd Central Office inspectorate team and one (1) representative from End user	Chief of Asset Management Division-Administrative Service (AMD–AS)	-	-
ii. BTC	One representative/ inspector each from BTC Accounting and Supply Sections	Head of BTC Supply Section	-	-
iii. BLR Cebu	One representative from Quality Assurance, Accountant I and One representative from the End User	Supply Officer from BLR Cebu	-	-
b. Certificate of No Claim Against the Warranty (for release of Retention Money)	-	-	-	Director IV or higher official concerned

1.2 Print and Non-Print Materials procured by the Bureau of Learning Resources (BLR)

1.2.1 For delivery to schools and school districts

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
a. IAR	At least two (2) designated members of the school/ school district/ school's division inspectorate team	Supply Officer or designated Property Custodian of the school/school district/ school's division	-	-
b. Summary of duly signed IARs, as consolidated [in percentage (%)]	-	-	Chief and/or Assistant Chief, Production Division, BLR * In the case of BLR Cebu: Administrative Officer V - BLRC	Director-BLR or higher official concerned * In the case of BLR Cebu: Director III for BLRC
c. Certificate of No Claim Against the Warranty (for release of Retention Money)	-	-	- * In the case of BLR Cebu: Administrative Officer V - BLRC	Director-BLR or higher official concerned * In the case of BLR Cebu: Director III for BLRC

1.2.2 For delivery at the CO warehouse as buffer stock

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
a. **IAR**	At least two (2) designated members of the DepEd CO-Inspectorate Team and BLR Quality Control Inspectorate Team	Chief of Asset Management Division, Administrative Service	-	-
b. **Summary of duly signed IARs, as consolidated** [in percentage (%)]			Chief and/or Assistant Chief, PD, BLR	Director–BLR or higher official concerned
c. **Certificate of No Claim Against the Warranty** (for release of Retention Money)	-	-	-	Director–BLR or higher official concerned

1.3 School Furniture

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
a. **IAR**	At least two (2) designated members of the school inspectorate team	Supply Officer or designated Property Custodian of the school	-	-
b. **Summary of duly signed IARs, as consolidated** [in percentage (%)	-	-	EFD Personnel In-Charge of the Project	Chief of EFD or higher official concerned

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
c. **Certificate of No Claim Against the Warranty** (for release of Retention Money)	-	-	-	Chief of EFD or higher official concerned

1.4 Infrastructure Projects (new construction and repair; excluding Public-Private Partnership Projects)

Particulars	Inspected/ Validated By	Certified By	Approval
a. **Statement of Work Accomplished (SWA)**			
i. Bureau/Service/ Executive Office	EFD Engineer In-Charge of the Project	-	Chief of EFD
ii. BTC	BTC Engineer or EFD Engineer/ Architect In-Charge of the Project	-	Teachers' Camp Superintendent
b. **Certificate of 100% Completion**			
i. Bureau/Service/ Executive Office	-	EFD Engineer In-Charge of the Project	USec for Administration
ii. BTC		BTC Engineer or EFD Engineer/ Architect In-Charge of the Project	USec for Administration
c. **Certificate of Final Acceptance*** i. Bureau/Service/ Executive Office		EFD Personnel In-Charge of the Proj.	USec for Administration

Particulars	Inspected/ Validated By	Certified By	Approval
	-		
ii. BTC	-	BTC Engineer or EFD Engineer/ Architect In-Charge of the Proj.	USec for Administration

* *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 100% Completion*

1.5 Printing and delivery of classified and non-classified Test Materials and Certificates of Ratings

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
a. IAR	At least two (2) designated members of DepEd Central Office inspectorate team and one (1) representative from End user	Chief of Asset Management Division-Administrative Service (AMD–AS)	-	-
b. Certificate of No Claim Against the Warranty (for release of Retention Money)	-	-	-	Director IV or higher official concerned

1.6 Information and Communication Technology (ICT) Equipment and ICT-Related Goods and Services

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
a. IAR	At least two (2) designated members of the school inspectorate team	Supply Officer or designated Property Custodian of the school	-	-
b. Summary of duly signed IARs as consolidated [in percentage (%)]	-	-	Chief of Technology Infrastructure Division (TID)	Director IV or higher official concerned
c. Certificate of No Claim Against the Warranty (for release of Retention Money)	-	-		Director IV or higher official concerned

2. Goods and Services Procured by Regional and Schools Division Offices and Schools

2.1 Supplies, Materials and Equipment Not Available in the DBM–Procurement Service

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
a. IAR i. Regional Office	RO Inspectorate Team	Head of Asset Management Unit	-	-
ii. Schools Division Office (including non-IU)	SDO/School District Inspectorate Team	Head of Supply and Property Section	-	-
iii. IU School	School's Inspectorate Team	AO or school's designated Property Custodian		

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
b. Certificate of No Claim Against the Warranty (for release of Retention Money) i. Regional Office	-	-	Asset Management Personnel	Regional Supply Officer
ii. Schools Division Office (including Non-IU School)	-	-	Head of Supply Section	Head of Administrative Unit
iii. IU School	-	-	AO or the school's designated Property Custodian	SH or the school's OIC designated by the SDS

2.2 School Furniture

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
a. IAR i. Regional Office	At least two (2) designated members of the school inspectorate team	Supply Officer or designated Property Custodian of the school	-	-
ii. Schools Division Office (including non-IU)	At least two (2) designated members of the school inspectorate team	Supply Officer or designated Property Custodian of the school	-	-
b. Summary of duly signed IARs, as consolidated [in percentage (%)				

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
i. Regional Office			Regional Personnel In-Charge of the Project	Chief of Education Support Services Division (ESSD) or higher official concerned
ii. Schools Division Office (including Non-IU School)			Division Personnel In-Charge of the Project	Chief of School Governance and Operations Division (SGOD) or higher official concerned
c. Certificate of No Claim Against the Warranty (for release of Retention Money) i. Regional Office	-	-	Personnel In-charge of the Project	Chief of ESSD or higher official concerned
ii. Schools Division Office (including Non-IU School)	-	-	Schools Division Personnel In-Charge of the Project	Chief of SGOD or higher official concerned

2.3 Infrastructure Projects (new construction and repair)

Particulars	Inspected/ Validated By	Certified By	Approval
a. Statement of Work Accomplished (SWA)			
i. Regional Office	Regional Engineer In-Charge of the Project	-	Chief of ESSD
ii. Schools Division Office	Schools Division Engineer In-Charge of the Project	-	Chief of SGOD
b. Certificate of 100% Completion			
i. Regional Office	-	Regional Engineer In-Charge of the Project	Chief of ESSD
ii. Schools Division Office		Division Engineer In-Charge of the Project	Chief of SGOD
c. Certificate of Final Acceptance*			
i. Regional Office	-	Regional Engineer In-Charge of the Project	RD
ii. 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 100% Completion*

2.4 Information and Communication Technology (ICT) Equipment and ICT-Related Goods and Services

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
a. IAR				
i. Regional Office	At least two (2) designated Regional Inspectorate Team and one (1) Regional Information Technology Officer (ITO)	Regional Supply Officer	-	-
ii. Schools Division Office	At least two (2) designated Schools Division Inspectorate Team and one (1) Schools Division ITO	Schools Division Supply Officer	-	-
iii. IU School	At least two (2) designated School's Inspectorate Team and one (1) ICT Coordinator	Supply Officer or school's designated Property Custodian		
b. Summary of duly signed IARs as consolidated [in percentage (%) and **Certificate of No Claim Against the Warranty** (for release of Retention Money)				

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
ii. Schools Division Office	-	-	Schools Division Supply Officer	Head of Administrative Unit
iii. IU School			AO or School's designated Property Custodian	SH or the school's OIC designated by the SDS

H. PAYROLL FOR THE PAYMENT OF SALARIES AND OTHER BENEFITS

1. The Personnel Division/Unit of the Central Office and field units are responsible for the preparation of Payrolls for salaries and other benefits, certified by the following officials: (refer to GAM Volume II, Appendix 33 – Payroll Form)

Office/Amount Involved	Expenditure Class/Approval	
	Personnel Services (PS)	**Maintenance & Other Operating Expenses (MOOE) and Capital Outlay (CO)**
a. Central Office Not over P10 Million	Director for Finance Service	
Over P10 Million	Undersecretary for Finance	
b. Baguio Teachers' Camp Not over P10 Million	Teachers' Camp Superintendent	
Over P10 Million up to P50 Million	Teachers' Camp Superintendent	Undersecretary for Administration
Over P50 Million	Undersecretary for Administration	Undersecretary for Finance
c. Regional Office Up to the extent of allotment released	RD	
d. School Division Office Up to the extent of allotment released	SDS	
e. **School without financial staff (non-implementing unit)**		

Up to the extent of allotment released	SDS
f. School with financial staff (implementing unit) Up to the extent of allotment released	SH

2. The payroll for remittances to GSIS, PhilHealth, Pag-Ibig, BIR, and APDS-accredited entities shall be prepared by the Personnel Division/ Personnel Unit of the Central Office and DepEd field units. (DVs for ROs and Dos). The Summary of remittances to GSIS, PhilHealth, Pag-Ibig, BIR, and APDS-accredited entities shall be prepared by the Personnel Division/ Personnel Unit of the Central Office and DepEd field units.

I. DISBURSEMENT VOUCHER (DVs)

1. The required certifications for specific box of the DVs shall be as follows:

   a. Box "A" – Certification as to expenses necessary, lawful and incurred under direct supervision of the head of office/unit.
   b. Box "B" – Accounting Entry (to be accomplished by Accounting Division/Unit/School's Accountant or Bookkeeper).
   c. Box "C" – Certification as to the availability of cash, or subject to authority to debit account, and supporting documents complete and amount claimed proper

2. The said boxes in the DV shall be signed by the following:

	Box "A"	**Box "C"**
a. Central Office i. Bureau/Service/ Executive Office	Division Chief or higher official concerned	Chief Accountant
ii. BTC	Head of Unit or higher	
iii. BLR Cebu	Director III of BLRC	Chief Accountant – DepEd CO
b. Regional Office	Division Chief or Unit Head	Regional Accountant
c. Schools Division Office	Division Chief or Unit/ Section Head	SDO Accountant
d. IU School	Administrative Officer, or Officer In-Charge of the Project	School's Accountant/ Bookkeeper

3. 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 (CO)**
a. Central Office		
Not over P10 Million	Director for Finance	
Over P10 Million	Undersecretary for Finance	
b. Baguio Teacher's Camp		
Not over P10 Million	Teachers' Camp Superintendent	
Over P10 Million up to P50 Million	Teachers' Camp Superintendent	Undersecretary for Administration
Over P50 Million	Undersecretary for Administration	Undersecretary for Finance
c. Regional Office Up to the extent of allotment received	RD, or in his/her absence, the ARD	
d. Schools Division Office Up to the extent of allotment received	SDS, or in his/her absence, the ASDS	
e. IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS	
f. Non-IU School Up to the extent of allotment received		SH or the School's OIC designated by the SDS (for MOOE only)

J. CHECKS AND LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE – AUTHORITY TO DEBIT ACCOUNT (LDDAP-ADA)

<table>
<tr><th>TRANSACTION / ACTIVITY</th><th>SIGNING AUTHORITY (SIGNING OFFICIAL AND COUNTERSIGNING OFFICIAL) AND CORRESPONING THRESHOLD</th></tr>
<tr><td>Checks, Advice of Checks Issued and Cancelled (ACIC) and Part II of LDDAP-ADA form</td><td>
<u>CENTRAL OFFICE:</u>
<table>
<tr><th>Amount</th><th>Signing Official</th><th>Countersigning Official</th></tr>
<tr><td>Up to P1M</td><td>Chief, Cash Division</td><td>Director for Finance</td></tr>
<tr><td>Over P1M up to P10M</td><td>Director for Finance</td><td>Undersecretary for Finance</td></tr>
<tr><td>Over P10M</td><td>Undersecretary in charge</td><td>Undersecretary for Finance</td></tr>
</table>
<u>BAGUIO TEACHER'S CAMP:</u>
<table>
<tr><th>Amount</th><th>Signing Official</th><th>Countersigning Official</th></tr>
<tr><td>Up to 1M</td><td>Head of Cash Unit</td><td>Teacher's Camp Superintendent</td></tr>
<tr><td>Over P1M up to P10M</td><td>Teacher's Camp Superintendent</td><td>Undersecretary for Administration</td></tr>
<tr><td>Over P10M</td><td>Undersecretary for Administration</td><td>Undersecretary for Finance</td></tr>
</table>
<u>REGIONAL OFFICE, SCHOOLS DIVISION OFFICE AND SCHOOLS</u>
<table>
<tr><th>Amount</th><th>Signing Official</th><th>Countersigning Official</th></tr>
<tr><td colspan="3">Regional Office</td></tr>
<tr><td>Up to the extent of the allotment received</td><td>Cashier, or in his/her absence, the Chief of Administrative Division</td><td>RD, or in his/her absence, the ARD</td></tr>
<tr><td colspan="3">Schools Division Office</td></tr>
<tr><td>Up to the extent of the allotment received</td><td>Cashier, or in his/her absence, the Chief of Administrative Unit</td><td>SDS, or in his/her absence, the ASDS</td></tr>
<tr><td colspan="3">School</td></tr>
<tr><td>Non-IU School
Up to the extent of the allotment received</td><td>• Cashier/Disbursing Officer
• Administrative Officer</td><td>SH or the School's OIC as designated by the SDS</td></tr>
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</table>

<table>
<tr><th>TRANSACTION / ACTIVITY</th><th>SIGNING AUTHORITY (SIGNING OFFICIAL AND COUNTERSIGNING OFFICIAL) AND CORRESPONING THRESHOLD</th></tr>
<tr><td></td><td>
<table>
<tr><td>Non-IU School</td><td>-</td><td>SH or the School's OIC as designated by the SDS</td></tr>
</table>
</td></tr>
<tr><td>Checks and Lists of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP – ADA)</td><td>
<u>CENTRAL OFFICE:</u>
<table>
<tr><th>Amount</th><th>Certified Correct in accordance with the existing budgeting, accounting, procurement and auditing rules and regulations</th><th>Assumption of full responsibility for the accuracy of the listed claims and authenticity of the supporting documents</th></tr>
<tr><td>Up to P1M</td><td rowspan="3">Chief Accountant</td><td>Director for Finance</td></tr>
<tr><td>Over P1M up to P10M</td><td>Undersecretary for Finance</td></tr>
<tr><td>Over P10M</td><td>Undersecretary for Finance</td></tr>
</table>
<u>BAGUIO TEACHER'S CAMP:</u>
<table>
<tr><th>Amount</th><th>Certified Correct in accordance with the existing budgeting, accounting, procurement and auditing rules and regulations</th><th>Assumption of full responsibility for the accuracy of the listed claims and authenticity of the supporting documents</th></tr>
<tr><td>Over P1M up to P10M</td><td rowspan="2">BTC Accountant</td><td>Undersecretary for Administration</td></tr>
<tr><td>Over P10M</td><td>Undersecretary for Finance</td></tr>
</table>
<u>REGIONAL OFFICE, SCHOOLS DIVISION OFFICE AND SCHOOLS</u>
<table>
<tr><th>Amount</th><th>Certified Correct</th><th>Approving Officials under Parts I and II of LDDAP-ADA</th></tr>
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<table>
<tr><th>TRANSACTION / ACTIVITY</th><th>SIGNING AUTHORITY (SIGNING OFFICIAL AND COUNTERSIGNING OFFICIAL) AND CORRESPONING THRESHOLD</th></tr>
<tr><td></td><td>
<table>
<tr><td colspan="3">Regional Office</td></tr>
<tr><td>Up to the extent of the allotment received</td><td>Regional Accountant, Accounting Unit, or his/her designated alternate, if any</td><td>RD, or the ARD</td></tr>
<tr><td colspan="3">Schools Division Office including Non-IU</td></tr>
<tr><td>Up to the extent of the allotment received</td><td>Head of Accounting Unit/Section, or his/her desiganted alternate, if any</td><td>Part I-SDS, in his/her absence, the ASDS</td></tr>
<tr><td colspan="3">IU School</td></tr>
<tr><td>Up to the extent of the allotment received</td><td>School's Accountant/Bookkeepper</td><td>SH or the School's OIC as designated by the SDS</td></tr>
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</td></tr>
<tr><td>Notice of Transfer of Allocation (NTA)</td><td>
<table>
<tr><th>Amount</th><th>Signing Official</th><th>Countersigning Official</th></tr>
<tr><td>Over P1M up to P10M</td><td>Director for Finance</td><td>Undersecretary for Finance</td></tr>
<tr><td>Over P10M</td><td>Any other Undersecretary</td><td>Undersecretary for Finance</td></tr>
</table>
</td></tr>
</table>

III. OTHER MATTERS

TRANSACTION/ACTIVITY	SIGNING AUTHORITY (APPROVAL)
a. Financial assistance in case of accidental death of a DepEd Official/Employee while in the performance of his/her official functions, as provided for in DO 25, s. 2008 and other relevant issuances	Undersecretary for HROD *with the Secretary's approved concept note and policy
b. Endorsement/Recommendation on claims for Tax Exemption/Duty-Free Entry of Educational Institutions/qualified agencies (public-private) pursuant to Section 4(3) of Article XIV of the Constitution and applicable law and regulations	Undersecretary for Legal and Legislative Affairs
c. Decisions and final resolutions on administrative complaints and cases in the DepEd-CO; Creation of Fact Finding/ Preliminary/Formal Investigation Committees for administrative disciplinary proceedings in DepEd; Issuance of	Undersecretary for Legal and Legislative Affairs

Formal Charge, Preventive Suspension, and other interlocutory orders, processes or issuances arising from or in connection with the foregoing matters.	
d. Disposition and resolution of matters that are subject to alternative dispute resolution in the DepEd; Issuance of interlocutory orders, processes or issuances arising from or in connection with the foregoing matters.	Undersecretary for Legal and Legislative Affairs
e. Issuance of Special Power of Attorney (SPA) for Regional Directors or Schools Divisions Superintendent to enter into agreements/deeds in relation to the acquisition of school sites and other sites titling concerns.	Undersecretary for Legal and Legislative Affairs
f. Issuance of SPA for the Office of the Solicitor General to represent DepEd in cases filed in court;	Undersecretary for Legal and Legislative Affairs
g. All other documents and transactions for approval/signature of the Secretary	Undersecretary in charge, as designated or authorized by the Secretary

**Relative only to financial transactions, the proposed policy shall not preclude the Undersecretary for Finance from signing documents, if necessary, in the interest of service, below her prescribed signing authority.*

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National Performance Management Team

Chairperson:	Undersecretary, Human Resource and Organizational Development
Co-Chairperson:	Undersecretary, Finance
Core Members:	Assistant Secretary, Operations
	Assistant Secretary, Administration
	Director IV, Planning Service
	Director IV, National Educators' Academy of the Philippines
	Director IV, Public Affairs Service
	Representative, DepEd National Employees Union
	Director IV, Bureau of Human Resource and Organizational Development

Central Office Performance Management Team

NPMT Chairperson

NPMT Co-Chairperson

NPMT Core Members

CO Bureau and Service Directors

Representative, DepEd National Employees Union