



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF PAMPANGA

February 6, 2023

DIVISION MEMORANDUM
 No. 058 , s. 2023

**REVISED SIGNING AUTHORITIES FOR ADMINISTRATIVE
 AND FINANCIAL MATTERS IN THE SDO PAMPANGA
 ALIGNED WITH DEPED ORDER NO. 001, S. 2023**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Functional Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned

1. Aligned with the provisions of DepEd Order No. 001, s. 2023 dated January 9, 2023, titled "Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities," the signing authorities for the following administrative and financial matters stated below are hereby delegated.

A. ADMINISTRATIVE MATTERS

A. PERSONNEL APPOINTMENTS

a.1 Appointment to Permanent Plantilla Positions and Substitute of Employees and Teaching Personnel

Office/Position	Certification		Approving Authority
	Compliance with Requirements	Screening and Qualification of Appointees	
Schools Division Office a. Division Chief and below	Administrative Officer V, Administrative Services Section	ASDS	SDS
Schools b. School Head and below	Administrative Officer V, Administrative Services Section	ASDS	SDS





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a.2 Hiring and Renewal for Contracts of Service and/or Job Order Consultants Employees, including Highly Technical Consultants

Office/Position	Certification		Approving Authority
	Plantilla	Availability of Funds	
Schools Division Office a. Janitorial / Security Services	Division HRMO II	Budget Officer III	SDS
Schools b. Janitorial / Security Services	Division HRMO II	School Head	SDS

a.3 Designation of Officer-In-Charge (OIC) and Special Disbursing Officers (SDOs)

Office/Position	Requesting Official	Approval
Designation of Officer-In-Charge (OIC)		
Schools Division Office a. SDS/ASDS	RD and Undersecretary for Operations	Undersecretary for HROD
b. Division Chief and School Heads	ASDS	SDS
Special Disbursing Officers (SDOs)		
Schools	School Heads	SDS

B. PERSONNEL MOVEMENTS

b.1 Reassignment and Transfer of DepEd Employees to Another DepEd Unit/Office

a. Schools Division Office

Position	With the Division		To CO or another Division / Region	
	Recommending Approval	Approval	Recommending Approval	Approval
SDS/ASDS	N/A	N/A	Undersecretary for Operations	Undersecretary for HROD
Division Chief	ASDS	SDS		





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Below Division Chief	ASDS & Division Chief <ul style="list-style-type: none"> • CID – Chief Education Supervisor • SGOD – Chief Education Supervisor • OSDS – Administrative Officer V (Administrative Services) 	SDS	SDS	Undersecretary for HROD
School Head	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/ Undersecretary of HROD
Teaching and other non-teaching positions in the School	School Head and ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/ Undersecretary of HROD

b.2 Secondment and Detail of DepEd Employees

Office	Recommending Approval	Approval
a. Schools Division Office	Regional Director	Undersecretary for HROD
b. Schools		

Secondment is the movement of a DepEd employee to another department or agency, or international body/organization, which is temporary in nature and limited to employees occupying managerial, professional, technical, or scientific positions. Detail is a temporary movement of an employee from one department or agency to another, which does not involve a reduction in rank, status, or salary.

C. OFFICIAL FOREIGN TRAVEL

Office / Positions	Recommending Authority	Approving Officials
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a. Schools Division Office		
1. Schools Division Superintendent (SDS), and Assistant SDS	RD	Undersecretary for Operations
2. Division Chief, and Below, including PSDS	RD	Undersecretary for Operations
b. Schools		
1. School Head	SDS	Undersecretary for Operations
2. Teaching personnel, and Non-Teaching personnel	SDS	Undersecretary for Operations

D. OFFICIAL LOCAL TRAVEL

Office/Positions	Recommending Authority	Approving Officials
a. Schools Division Office		
1. SDS	None	RD (for destinations outside the Division only)
2. ASDS	SDS (for destinations outside the Division only)	RD (for destinations outside the Division only)
	None (for destinations within the Division)	SDS (for destinations within the Division)
2. Division Chief, and Below, including PSDS	ASDS	SDS
b. Schools		
1. School Head	ASDS	SDS
2. Teaching personnel, and Non-Teaching personnel (for destination within the Division)	None	School Head
3. Teaching personnel, and Non-Teaching personnel (for destination outside the Division)	School Head	SDS





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E. PERSONAL FOREIGN TRAVEL

Office/Positions	Recommending Authority	Approving Officials
a. Schools Division Office		
1. Schools Division Superintendent (SDS), and Assistant SDS	RD	Undersecretary for HROD
2. Division Chief, and Below, including PSDS	SDS	RD
b. Schools		
1. School Head	SDS	RD
2. Teaching personnel, and Non-Teaching personnel	SDS	RD

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

f.1 DepEd Teachers and employees who intend to pursue study outside the required work hours need not secure permission from his/her superior. Policies on the grant of applicable leaves shall govern cases where the outside study compromises the number of required office/teaching hours as per existing guidelines.

f.2 DepEd employees who signify their interest to teach or practice a profession shall schedule this endeavor outside regular office hours and shall do so without compromising their functions and responsibilities pursuant to Section 12, Rule XVIII of the Revised Civil Service Rule.

Office/Positions	Recommending Approval	Approval
a. Schools Division Office		
1. SDS/ASDS	RD	Undersecretary for HROD
2. Division Chief	ASDS	SDS
3. Below Division Chief	Division Chief <ul style="list-style-type: none"> • CID – Chief Education Supervisor • SGOD – Chief Education Supervisor 	SDS





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	• OSDS – Administrative Officer V (Administrative Services)	
4. Attorney III	Regional Director in charge and Assistant Secretary for Legal and Legislative Affairs	Undersecretary for Legal and Legislative Affairs
Division Chief	ASDS	SDS
Below Division Chief	Division Chief	SDS
b. Schools		
1. School Head / Head Teacher	ASDS	SDS
2. Teaching and Non-Teaching Personnel	School Head and ASDS	SDS

G. APPLICATION FOR SICK / VACATION / STUDY / MATERNITY / PATERNITY LEAVE / GRANT OF SERVICE CREDITS FOR TEACHERS AND COMPENSATORY OVERTIME CREDIT (COC)

g.1 Sick / Vacation / Study / Maternity / Paternity Leave

Office / Positions	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
a. Schools Division Office				
1. SDS/ASDS	ARD	RD	ARD	Undersecretary for Operations
2. Division Chief	ASDS	SDS		
3. Below Division Chief	Division Chief • CID – Chief Education Supervisor • SGOD – Chief Education Supervisor • OSDS – Administrative Officer V (Administrative Services)	ASDS	Division Chief and ASDS	SDS
b. Schools				
1. School Head/ Head Teachers / TIC	ASDS	SDS	ASDS	SDS
2. Teaching and Non-teaching personnel	School Head	ASDS	School Head and ASDS	SDS





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g.2 Grant of Service Credits of Teachers

The special order for the grant of service credits for teachers shall be signed by the SDS upon the recommendation of the School Head. Please refer to **DepEd Order 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	Schools Division Office
On cash advances, accounts receivable, and traveling expenses paid in advance	Head of Accounting Unit
On cash accountability	Head of Accounting Unit
On Provident Fund Loan	Head of Accounting Unit
On property accountability	Head of Admin. Services
On attendance and salary overpayment	Head of Admin. Services
On pending administrative case	Legal Officer
On records borrowed	Records Officer
On books/materials borrowed	Librarian or counterpart

a. 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. Schools Division Office		
1. Division Chief	ASDS	SDS
2. Below Division Chief	Division Chief • CID – Chief Education Supervisor • SGOD – Chief Education Supervisor • OSDS – Administrative Officer V (Administrative Services)	SDS
b. Schools		
1. School Head/Head Teacher	ASDS	SDS





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2. Teaching and Non-teaching personnel	School Heads & ASDS	SDS
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- a. Must be submitted at least thirty (30) days prior to the effectivity date of resignation.
- b. Provisions under CSC MC No. 14, s. 2018, Rule X – Certain Modes of Separation shall be strictly followed.
- c. 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.
- d. Acceptance and approval of the employee's resignation shall be conditional on his/her duly accomplished clearance, following the procedure in H.

J. TERMINATION OF APPOINTMENT AND DROPPING FROM THE ROLLS

Office/Position	Recommending Approval	Approval
a. Schools Division Office		
1. SDS/ASDS	Secretary	President of the Republic of the Philippines
2. Division Chief	ASDS	SDS
3. Below Division Chief	ASDS and Division Chief <ul style="list-style-type: none">• CID – Chief Education Supervisor• SGOD – Chief Education Supervisor• OSDS – Administrative Officer V (Administrative Services)	SDS
b. Schools		
1. School Head/Head Teacher	ASDS	SDS
2. 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. Schools Division Office		
1. SDS/ASDS	Chief of Personnel Division and Director of BHROD	Undersecretary for HROD





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2. Division Chief and below	Chief of the Administrative Services (AOV) and ASDS	SDS
b. Schools		
1. School Head/Head Teacher/ Teaching and Non-teaching personnel	Chief of the Administrative Services (AOV) and ASDS	SDS

L. EQUIVALENT RECORDS FORM (ERF)

Endorsement (School)	Recommending Approval (SDO)	Approval (RO)
School Head	Head of Admin. (AO V) and SDS	Regional Director

M. AUTHORITY TO RENDER OVERTIME SERVICES

Governance Level	Recommending Approval	Approval
a. Schools Division Office		
Division Chief and below	ASDS	SDS

N. PROPERTY AND SUPPLY ISSUANCES

n.1 Division Office

Forms	Recommending Approval	Approval
Report on the Physical Count and Inventories (RPCI)	Administrative Officer V – Administrative Services	SDS
Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	Administrative Officer V – Administrative Services	SDS
Report of Supplies and Materials Issued (RSMI)	Division Supply Officer	Administrative Officer V – Administrative Services
Inspection and Acceptance Report (IAR)	Inspection Officer/ Inspection Committee	Division Supply Officer
Waste Materials Report (WMR)	Division Supply Officer	Chairman, Disposal Committee





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Relief of Accountability – Semi-Expendables	Property Custodian	Administrative Officer V – Administrative Services
Relief of Accountability – PPE	Administrative Officer V – Administrative Services	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 the requisitioning office
Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	Division Supply Officer
Report on Lost, Stolen, Damaged, or 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 Acknowledgement Receipt (PAR)	Division Supply Officer	Accountable Officer
Property Transfer Report (PTR)	Division Supply Officer	Supply Officer of receiving office

n.2 Elementary and Non-IU Secondary Schools

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





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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)	SDS
Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	SDS
Report on Lost, Stolen, Damaged, or 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 Acknowledgement Receipt (PAR)	Division Supply Officer	Accountable Officer
Property Transfer Report (PTR)	Division Supply Officer	Supply Officer / Property Custodian of receiving office

n.3 Secondary Schools (IUs)

Forms	Recommending Approval	Approval
Report on the Physical Count and Inventories (RPCI)	Supply Officer / Property Custodian	School Head
Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	Supply Officer / Property Custodian	School Head
Report of Supplies and Materials Issued (RSMI)	Property Custodian	Supply Officer





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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, or 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 Acknowledgement Receipt (PAR)	Supply Officer / Property Custodian	Accountable Officer
Property Transfer Report (PTR)	Supply Officer / Property Custodian	Supply Officer / Property Custodian of receiving office

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 prepared for





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1.1 Schools Division Office

Office/Amount Involve	Requesting Official	Certification of Availability of Allotment	Approving Official
a. 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:

2.1 Schools Division Office

Office/Amount Involve	Requesting Official	Certification of Availability of Allotment	Approving Official
1. Schools Division Office			
Up to the extent of allotment received	Division Chief concerned/Unit Head or Supply Officer	Budget Officer	SDS
2. 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) III]	SH or the School's OIC designated by the SDS
3. 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 stall	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





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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):

b.1 Schools Division Office and Schools:

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





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Procurement Policy Board and posting	
b. Other documents and transactions requiring the signature of the Secretary as HoPE	HoPE, as designated by the Secretary

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

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

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

c.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:

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

c.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.

c.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.





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authorized to sign the said Contract, Purchase Order, MOA, or agreement in whatsoever form.

c.5 Contract time or delivery suspension, work suspension, an 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 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. Schools Division Office Up to the extent of allotment received	SDS
b. IU School Up to the extent of allotment received	School Head 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.

- 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.*





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	Box "A"	Box "B"
a. Schools Division Office	Division Chief/Unit / Section Head	Budget Officer III
b. 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:

g.1 Goods and Services Procured by Regional and Schools Division Offices and Schools

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

Particulars	Inspection / Validation	Acceptance	Prepared By	Certified Correct
Schools Division Office (including Non-IU)				
a. Inspection and Acceptance (IAR)				
1. Schools Division Office (including non-IU)	SDO/School District Inspectorate Team	Head of Supply and Property Section	-	-
2. IU School	School's Inspectorate Team	AO II or school designated Property Custodian	-	-





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b. Certificate of No Claim Against the Warranty (for release of Retention Money) 1. Schools Division Office (including non-IU) 2. IU School	-	-	Head of Supply Section	Head of Administrative Services
	-	-	AO II or school designated Property Custodian	SH or the school's OIC designated by the SDS

g.1.2 School Furniture

Particulars	Inspection / Validation	Acceptance	Prepared By	Certified Correct
Schools Division Office (including Non-IU)				
a. Inspection and Acceptance (IAR) 1. Schools Division Office (including non-IU)	At least two (21 designated members of the School inspectorate team	Supply Officer or designated Property Custodian of the School	-	-
	School's Inspectorate Team		-	-





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b. Summary of duly signed IARs, as consolidated [in percentage] (%) 1. Schools Division Office (including non-IU)	-	-	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)	-	-	Schools Division Personnel In-Charge of the Project	Chief of SGOD or higher official concerned

g.1.3 Infrastructure Projects (new construction and repair)

Particulars	Inspected / Validated	Certified By	Approval
Schools Division Office			
a. Statement of Work Accomplished (SWA)	Schools Division Engineer In-Charge of the Project	-	Chief of SGOD
b. Certificate of 100% Completion	-	Division Engineer In-charge of the Project	Chief of SGOD





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c. Certificate of Final Acceptance*		Division Engineer In-charge of the Project	SDS
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**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.*

g.1.4. Information and Communication Technology (ICT) Equipment and ICT-Related Goods and Services

Particulars	Inspection / Validation	Acceptance	Prepared By	Certified Correct
a. Inspection and Acceptance (IAR)				
1. Schools Division Office	At least two (2) designated Schools Division Inspectorate Team and one (1) Schools Division ITO	Schools Division Supply Officer	-	-
2. IU Schools	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				





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percentage] (%) and Certificate of No Claim Against the Warranty (for release of Retention Money)	-	-	Schools Division Supply Officer	Head of Administrative Unit
1. Schools Division Office	-	-	AO or the School's designated Property Custodian	SH or the School's OIC designated by the SDS
2. IU School	-	-		

H. PAYROLL FOR THE PAYMENT OF SALARIES AND OTHER BENEFITS

h.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. Schools Division Office		
Up to the extent of allotment released	SDS	
b. School without financial staff (non-implementing Unit)	SDS	





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Up to the extent of allotment released	
c. School with financial staff (implementing Unit)	School Head
Up to the extent of allotment released	

h.2 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 VOUCHERS (DVs)

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

- a. **Box "A"** – Certifications as to expenses necessary, lawful, and incurred under the 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 the amount claimed proper.

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

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

i.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





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		(MOOE) and Capital Outlay (CO)
a. Schools Division Office Up to the extent of allotment received	SDS, or in his/her absence, the ASDS	
b. IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS	
c. Non-IU School Up to the extent of allotment received	School Head 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)

TRANSACTION / ACTIVITY	SIGNING AUTHORITY (SIGNING OFFICIAL AND COUNTERSIGNING OFFICIAL) AND CORRESPONDING THRESHOLD		
Checks, Advice of Checks Issued and Canceled (ACIC) and Part II of LDDAP-ADA form	SCHOOLS DIVISION OFFICE AND SCHOOLS		
	Amount	Signing Official	Countersigning Official
	1. Schools Division Office		
	Up to the extent of the allotment received	Cashier or in his/her absence, the Chief of Administrative Unit	SDS, or in his/her absence, the ASDS
	2. School		
	IU School Up to the extent of the allotment received	<ul style="list-style-type: none"> • Cashier/ Disbursing Officer • Administrative Officer 	SH or the School's OIC as designated by the SDS
Non-IU School	-	SH or the School's OIC as designated by the SDS	





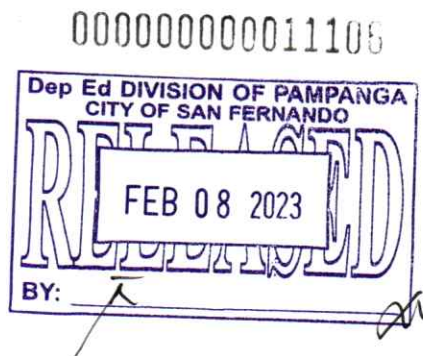
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Checks and Lists of Due and Demandable Accounts Payable - Authority to Debit Account (LDDAP - ADA)	Amount	Certified Correct	Approving Officials under Parts I and II of LDDAP-ADA
	1. Schools Division Office, including non-IU		
	Up to the extent of the allotment received	Head of Accounting Unit/Section, or his/her designated alternate, if any	Part I- SDS, in his/her absences, the ASDS
	2. IU School		
Up to the extent of the allotment received	School's Accountant/ Bookkeeper	SH or the School's OIC as designated by the SDS	

2. For information and wide dissemination.


ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent

AOAS/01-16-23





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Annex A to Division Memorandum No. 058, s. 2023

**FUNCTIONS DELEGATED TO THE ASSISTANT SCHOOLS DIVISION
SUPERINTENDENT**

1. Jurisdiction over Elementary and Secondary Schools

ASDS	Sector	District	Cluster
Melissa S. Sanchez, PhD, CESO VI	South and West	Apalit Macabebe East Macabebe West Masantol North Masantol South Minalin San Simon Sto. Tomas	II III IV VII
Shirley B. Zipagan, PhD, CESO VI	North and South	Arayat East Arayat West Bacolor North Bacolor South Magalang North Magalang South Porac East PoracWest Candaba East Candaba West Candaba North Mexico South Mexico West San Luis Sta. Ana	I II (Porac) IV V

2. Act as Chairman of the following committees:

ASDS MELISSA S. SANCHEZ	ASDS SHIRLEY B. ZIPAGAN
<ul style="list-style-type: none">• Human Resource Merit Promotion and Selection Board (Second Level Positions)• Program on Awards and Incentives for Service Excellence (PRAISE) Committee• Committee on Decorum and Investigation• Division Grievance Committee (South and West Districts)• Division and Research Review Committee (South and West	<ul style="list-style-type: none">• Human Resource Merit Promotion and Selection Board (First Level Positions)• Bids and Award Committee• Division Grievance Committee (East and North Districts)• Division Research Review Committee (East and North Districts)• Division GAD Committee (East and North Districts)• Division PRIME-HRM





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Districts) <ul style="list-style-type: none">• Division GAD Committee (South and West Districts)• Division Quality Management System (QMS)	<ul style="list-style-type: none">• Division CC TWG
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3. Act as Vice-Chairman to the Schools Division Superintendent of the following Committees:

ASDS MELISSA S. SANCHEZ	ASDS SHIRLEY D. ZIPAGAN
<ul style="list-style-type: none">• Division Performance Review and Evaluation Committee (South and West District)	<ul style="list-style-type: none">• Division Performance Review and Evaluation Committee (East and North District)• Division DRRM Committee

4. Oversee the operations of the following functional divisions/units/ offices:

ASDS MELISSA S. SANCHEZ	ASDS SHIRLEY D. ZIPAGAN
<ul style="list-style-type: none">• CID• Administrative Services<ul style="list-style-type: none">▪ Administrative Office▪ Personnel Unit▪ Records Unit▪ General Services Unit• Information and Communication Technology Service• Legal Service Unit (per area of jurisdiction)	<ul style="list-style-type: none">• SGOD• Finance Services<ul style="list-style-type: none">▪ Accounting Unit▪ Budget Office• Administrative Services<ul style="list-style-type: none">▪ Cash Unit▪ Property and Supply Unit• Legal Service Unit (per area of jurisdiction)

