



Republic of the Philippines  
**Department of Education**  
 REGION XIII – CARAGA  
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

139 2020

August 7, 2020

TO : ALL SCHOOLS DIVISION OFFICE PERSONNEL  
*This Division*

FROM : KAREN L. GALANIDA, PhD., CESO V  
 Schools Division Superintendent

SUBJECT : AMENDMENT TO THE PROVISIONS OF DIV. MEMO NO. 369 series  
 2019 RE: DELEGATION AND DELINEATION OF AUTHORITY  
 (For Finance Matters)



Pursuant to the provisions of RA 11032 to promote efficiency and promptness in addressing the transactions in this office, and in exigency of public service, you are hereby informed of the amendment of this particular provision stipulated in Division Memo No. 369 series 2019 issued November 18, 2019:

**A. FINANCE MATTER**

DOCUMENT	NATURE OF TRANSACTION	SIGNING AUTHORITY
PURCHASE REQUEST (Up to Php 20,000.00)	Approval:	SGOD Chief CID Chief
PURCHASE REQUEST (Above Php 20,000.00)	Approval:	Schools Division Superintendent
PURCHASE ORDER (Up to Php 20,000.00)	Approval:	SGOD Chief CID Chief
PURCHASE ORDER (Above Php 20,000.00)	Approval:	Schools Division Superintendent

This delegated authority to sign is not subject for sub-delegation.

It is emphasized that this delegation does not preclude the Schools Division Superintendent from exercising such functions when necessary in the interest of public service. No part of this memorandum shall be construed as limiting the power of the SDS to review, modify or reverse in accordance with existing laws, rules and regulations, any action taken by the identified officials pursuant to the aforementioned directive.

All other issuances inconsistent with the provisions of this Memorandum are hereby amended, modified and/or repealed, accordingly.

Immediate dissemination and compliance of this memorandum is hereby directed.



M. Ortiz St., Brgy. Washington, Surigao City, Province of Surigao del Norte  
 (086) 826-3075, (086) 826-1268  
 surigao.city@deped.gov.ph