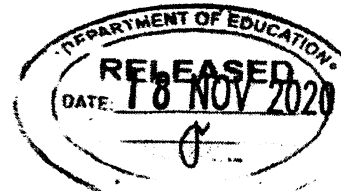




Republic of the Philippines  
**Department of Education**  
 CARAGA REGION



November 17, 2020

REGIONAL MEMORANDUM  
 No. 516, s. 2020

To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
 Chiefs of the Functional Divisions  
 All Other Concerns  
 This Region

**SIGNING AUTHORITY ON FINANCIAL TRANSACTIONS**

1. Pursuant to Republic Act 9485 otherwise known as the Anti-Red Tape Act and Republic Act 6713 or the code of Conduct and Ethical Standards of Public Officials and Employees which mandates that every official transaction shall be facilitated and processes without delay.

2. DepED Caraga in its commitment to deliver quality and efficient public service and to ensure that the public services will not be interrupted even in the absence of signatories on certain financial transactions in the office due to, either official leave or travel, hereby provide the following guidelines for alternate signing authorities.

*Approval of payment of: Checks, Advice to Debit Account (ADA), List of Due and Demandable Accounts Payables (LDDAP) shall be exclusively signed by the following Regional Officials and in the order hereunder, subject to the limitation of the amount of transactions:*

1. Francis Cesar B. Bringas, CESO V – Regional Director
2. Dr. Lorenzo O. Macasocol, CESO VI – OIC-Asst. Regional Director  
(for transactions not to exceed One (1) Million)
3. Dr. Isidro M. Biol Jr., Chief Education Program Supervisor  
(for transactions not to exceed One Hundred Fifty Thousand)

3. Financial transactions that do not conform with this Regional Memo shall be null and void.

4. For your information, guidance and compliance.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
 Director IV

Encls.: NONE

Reference: RA 9485, RA 6713

To be indicated in the Perpetual Index under the following subjects:  
 MEMORANDUM                      POLICY                      PROTOCOLS

PER/fmb  
 11/17/2020



Address: J.P. Rosales Avenue,  
 Butuan City  
 Trunkline No: (085) 342-8207  
 Telefax No: (085) 342-5969  
 Email: caraga@deped.gov.ph



2020-11-12068

Document Control No  
 DepEdRO13-F-REC-013/R3/02-18-2020