



Republic of the Philippines
 Department of Education
 Caraga Administrative Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY
 Roxas St., CV Diez MCES Compound, Washington, Surigao City



DIVISION MEMORANDUM

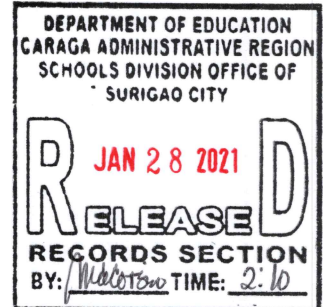
January 28, 2021

020 2021

TO : ALL SCHOOLS DIVISION OFFICE PERSONNEL
This Division

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

SUBJECT : **REITERATION OF DELEGATION AND DELINEATION OF AUTHORITY FOR DEPED SDO SURIGAO CITY ON FINANCIAL MATTERS AS PER PROVISIONS OF COA CIRCULAR NO. 2015-007 RE: PRESCRIBING THE GOVERNMENT ACCOUNTING MANUAL (GAM) and DO 038 s. 2019 (REVISED SIGNING AUTHORITIES FOR FINANCIAL MATTERS)**



Pursuant to DepED Order No. 038 ss. 2019 entitled Revised Signing Authorities for Financial Matters; and COA Circular No. 2015-007 (Prescribing the Government Accounting Manual (GAM), this office reiterates the proper signing authorities for administrative and financial matters and the guidelines on the utilization of government funds to carry out the basic educational services of this office.

To promote efficiency and promptness in addressing the transactions in this office, and in exigency of public service, you are hereby informed of the official signatories of the following documents and the delegated authorities of the Schools Division Superintendent to alternate official signatories.

A. FINANCE MATTERS

PROCUREMENT DOCUMENTS	NATURE	SIGNING AUTHORITY
<u>DISBURSEMENT VOUCHER</u> BOX A (Expenses/Cash Advance necessary, lawful and incurred under my direct supervision)	School MOOE	SGOD Chief
	Infra	SGOD Chief
	Trainings (activities, materials etc)	SGOD Chief (SGOD End-users) CID Chief (CID End-users) AO V (OSDS – Non Teaching)
<u>OBLIGATION REQUEST</u> BOX A (Charges to appropriation/allotment are necessary, lawful and under my direct supervision and supporting documents valid, proper and legal)	TEV/SGOD	SGOD Chief
	TEV/CID	CID Chief
	TEV/OSDS Finance/Admin	Administrative Officer V
	SDO Utilities	Administrative Officer V
	Remittances	Administrative Officer
	Personnel Services	Administrative Officer V
	TEV-ASDS/Division Chiefs/Accountant/Budget Officer/Admin. Officer V/Legal Officer/ITO Officer/	Schools Division Superintendent

<u>DISBURSEMENT VOUCHER</u> BOX D	Approval for Payment: (regardless of amount)	Schools Division Superintendent <i>(or delegated authority to the Officer-In-Charge up to Php 20,000.00 only)</i>
PROCUREMENT DOCUMENTS	NATURE	SIGNING AUTHORITY
<u>PURCHASE REQUEST</u>	Requesting Party	Chief (SGOD) Chief (CID) Admin. Officer V (OSDS-Admin) Div. Accountant (Accounting) Div. Budget Officer (Budget)
<u>PURCHASE REQUEST</u>	Approval:	Schools Division Superintendent <i>(in the absence of the SDS - delegated authority to the Officer-In-Charge up to Php 20,000.00 only)</i>
<u>PURCHASE ORDER</u>	Approval:	Schools Division Superintendent <i>(in the absence of the SDS - delegated authority to the Assistant Schools Division Superintendent)</i>
TRAVEL DOCUMENTS	NATURE	SIGNING AUTHORITY
<u>WITHIN THE JURISDICTION OF DEPED SURIGAO CITY</u>		
ITINERARY OF TRAVEL (Appendix A)	Recommending Approval:	Immediate Supervisor/Head
	Approval:	CID Chief (for CID Personnel) SGOD Chief (SGOD Personnel) ASDS (Admin/Finance)
CERTIFICATE OF TRAVEL COMPLETED (Appendix B)	Approval:	CID Chief (for CID Personnel) SGOD Chief (SGOD Personnel) ASDS (Admin/Finance)
<u>OUTSIDE THE JURISDICTION OF DEPED SURIGAO CITY</u>		
ITINERARY OF TRAVEL (Appendix A)	Recommending Approval: Approval:	CID Chief (for CID Personnel) SGOD Chief (SGOD Personnel) ASDS (Admin/Finance) Schools Division Superintendent <i>(in the absence of the SDS - delegated authority to the Officer-In-Charge)</i>
CERTIFICATE OF TRAVEL COMPLETED (Appendix B)	Approval:	Schools Division Superintendent <i>(in the absence of the SDS - delegated authority to the Officer-In-Charge)</i>
TRAVEL LIQUIDATION REPORT	In the absence of SDS In the absence of ASDS	Assistant Schools Div. Supt. Officer In Charge

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.

A handwritten signature in blue ink, consisting of a stylized, cursive letter 'P' or similar character.