



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

No. 066, s. 2022

FEB 24 2022

**REITERATION OF DEPED ORDER No. 2, s. 2021 TITLED REVISED SIGNING  
AUTHORITIES FOR ADMINISTRATIVE AND FINANCIAL MATTERS IN THE  
DEPARTMENT OF EDUCATION**

To: OIC-Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
Division Supply Officer  
All Others Concerned

1. Republic Act No. 11032 otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations* promote integrity and accountability in government service, foster proper management of public affairs and public property, establish practices aimed at the efficient turnaround in the delivery of government services, and prevent graft and corruption in government. Thus, the Department of Education (DepEd) issues DepEd Order No. 2, s. 2021 otherwise known Revised Signing Authorities for Administrative and Financial Matters in the Department of Education.

2. The IRR of RA 11032, further adopt, institutionalize, and support the promotion of transparency in the transactions of the government with the public, encompassing a program for the adoption of simplified requirements and procedures aimed at the reduction of red tape and to expedite business and non-business relation transactions in the government.

3. This DO highlight the signing authorities for property and supply issuances as shown on the table below which are aligned with the existing policies of the Department on property and supply management for Elementary and Non-IU Secondary Schools.



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<b>Forms</b>	<b>Recommending Approval</b>	<b>Approval</b>
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
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

<b>Forms</b>	<b>Issuing Party</b>	<b>Receiving Party</b>
Inventory Custodian Slip (ICS)	Division Supply Officer	Accountable Officer
Property Acknowledgement Receipt (PAR)	Division Supply Officer	Accountable Officer
Property Transfer Report	Division Supply Officer	Supply Officer/ Property Custodian of receiving office

- All Elementary and Non-IU School Heads are encouraged to reiterate this D.O. and monitor strict compliance thereof.
- Immediate dissemination of and compliance with this memorandum are highly desired.

  
**CECILIA G. ABELLO, PhD,**  
SGOD Chief  
In-charge of the Division



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