



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

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**DIVISION MEMORANDUM**

No. 060, s. 2021

**REVISED SIGNING AUTHORITIES FOR ADMINISTRATIVE AND FINANCIAL MATTERS IN THE  
DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisor  
Administrative Officer V  
Elementary and Secondary School Heads  
All Others Concerned

1. Enclosed is the ***Regional Memorandum No. 59, series of 2021, entitled "Revised Signing Authorities for Administrative and Financial Matters in the Department of Education."***
2. Immediate and widest dissemination of this memorandum is desired.

  
PORTIA M. MALLORCA, PhD, CESO V  
Schools Division Superintendent 



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS

**REGIONAL MEMORANDUM**

No. 059 s. 2021

MAR 03 2021

**REVISED SIGNING AUTHORITIES FOR ADMINISTRATIVE  
AND FINANCIAL MATTERS IN THE DEPARTMENT OF EDUCATION**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is DepEd Order No. 002, s. 2021 dated 05 January 2021 entitled Revised Signing Authorities for Administrative and Financial Matters in the Department of Education.
2. All issuances previously issued relative to signing authorities for administrative and financial matters are hereby rescinded.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
RAMIR B. UYTICO EdD, CESO IV  
Regional Director

Enclosure: None

Reference: DepEd Order No. 002, s. 2021

To be included in the Perpetual Index under the following subjects:

ADMINISTRATIVE  
REVISED

FINANCE  
SIGNING AUTHORITIES



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Document Name	Document No.	Date Created	Revision Number
Memorandum	DepED RO6-ADM-PS-MEMO2-026	February 23, 2021	





Republic of the Philippines  
**Department of Education**

DEPARTMENT OF EDUCATION  
 REGION VIII, EASTERN VISAYAS

**RECEIVED**

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DepEd ORDER  
 No. **002** s. 2021

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05 JAN 2021

**REVISED SIGNING AUTHORITIES FOR ADMINISTRATIVE AND FINANCIAL MATTERS IN THE DEPARTMENT OF EDUCATION**



- To: Undersecretaries  
 Assistant Secretaries  
 Bureau and Service Directors  
 Regional Directors  
 Schools Division Superintendents  
 All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Revised Signing Authorities for Administrative and Financial Matters in the Department of Education**. This is pursuant to the provisions of 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*.
2. RA 11032 was adopted to **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**.
3. The Implementing Rules and Regulations 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 related transactions in the government**.
4. Guided by these principles and objectives, the Department needs to revisit and update its previous issuances, particularly DepEd Order (DO) No. 66, s. 2008 (*Signing Authorities on Certain Administrative and Financial Matters in the Central and Field Offices*)—a policy issuance that provides guidance on the financial and administrative transactions and processes across all governance levels; and DO 67, s. 2016 titled *Revised Signing Authorities for Financial Matters*, and its subsequent amendments—a policy issuance that governs the financial aspect of DO 66, s. 2008, setting the standards of the signing authorities for more efficient financial transactions in DepEd.
5. The revision of the abovementioned policies will significantly aid in
  - a. addressing the existing and emerging challenges in both administrative and financial operations,
  - b. rationalizing delineation of responsibilities in DepEd by enhancing the structure for delegation of authority, and
  - c. ensuring standard implementation of rules and processes as part of the financial management and procurement reform initiatives of DepEd.



6. The enclosed revised policy covers signing authorities for administrative, financial and procurement matters. It seeks to establish accountability by delegating the signing authorities in support of DepEd operations and to clarify and streamline financial and administrative systems and procedures in the Department.

7. All DepEd Orders, Memoranda, and other related issuances, rules, regulations, and provisions, which are inconsistent with this Order are repealed, rescinded, or modified accordingly.

8. For more information and queries, please contact the offices below.

- **Office of the Undersecretary for Finance**  
Email Address: usec.financebpm@deped.gov.ph  
Telephone Numbers: 8633-9342/8638-3703/8637-4211/8470-6628
- **Office of the Assistant Secretary for Procurement and Administration**  
Email Address: asecpa@deped.gov.ph  
Telephone Number: 8634-1169
- **Bureau of Human Resource and Organizational Development-  
Personnel Division**  
Email Address: bhrod.pd@deped.gov.ph  
Telephone Numbers: 8633-9345/8636-6546/8633-6682

9. This Order shall take effect immediately upon its issuance.

10. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated



DEPED-OSEC-438549

References:  
DepEd Order Nos. (66, s. 2008 and 67, s. 2016)

To be indicated in the Perpetual Index  
under the following subjects:

ALLOTMENT	POLICY
AMENDMENT	PROCUREMENT
AUTHORITY	PROJECTS
CONTRACTS	PURCHASE
FUNDS	SERVICES
OFFICIALS	





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DEPED-OSEC-438649

(Enclosure to DepEd Order No. 002, 2021)

## **REVISED SIGNING AUTHORITIES FOR ADMINISTRATIVE AND FINANCIAL MATTERS IN THE DEPARTMENT OF EDUCATION**

### **I. BACKGROUND AND RATIONALE**

Management recognizes the need to streamline DepEd's organizational structure and rationalize the systems and processes by which work flows through the organization, to ensure that performance is maximized and objectives are met. The pivot from access to quality education makes these enhancements in the organizational structure even more compelling as they tend to close structural gaps and bottlenecks impeding better organizational performance. This will ultimately result in improved delivery of quality basic education to the Filipino learners in line with the mandate of Republic Act (RA) 9155 and in accordance with the changes, reforms, and initiatives that the Philippine basic education system has undergone, most notably, the K to 12 Basic Education Curriculum.

These enhancements will proceed from a needed revision of existing DepEd issuances, particularly DepEd Order No. 66, s. 2008 (*Signing Authorities on Certain Administrative and Financial Matters in the Central and Field Offices*) — a policy issuance that provides guidance on the financial and administrative transactions and processes across all governance levels; as well as DepEd Order No. 67, s. 2016 (*Revised Signing Authorities for Financial Matters*) and its subsequent amendments — a policy issuance that governs the financial aspect of DO 66, s. 2008, setting the standards of the signing authorities for more efficient financial transactions in DepEd.

Oversight agencies also adopted new policies on human resources and the provision of government services to improve efficiency and effectiveness. The Civil Service Commission (CSC) also issued CSC Memorandum Circular No. 24, s. 2017 (*2017 Omnibus Rules on Appointments and Other Human Resource Actions*) which updated and consolidated the "various issuances on appointments and other human resource actions to facilitate action on all kinds of appointments and further simplify the processing thereof." CSC, together with the Department of Budget and Management (DBM) and the Commission on Audit (COA), also issued Joint Circular No. 1, s. 2017 (*Rules and Regulations Governing Contract of Service and Job Order Workers in the Government*) to clarify the guidelines for contract of service and job order workers in government offices.

Republic Act No. 11032 otherwise known as the "*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*" was adopted to "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." This was further explained in the Civil Service Commission, Department of Trade and Industry, and Anti Red Tape Authority (CSC-DTI-ARTA) Joint Memorandum Circular (JMC) No. 2019-001 s. 2019 entitled "*The Implementing Rules and Regulations of Republic Act No. 11032 otherwise*





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known as the "Base of Doing Business and Efficient Government Service Delivery Act of 2018."

Recognizing innovative, proactive, and inclusive policies that have to be continually revisited and updated to efficiently and effectively respond to the current and emerging issues and concerns on managing and safeguarding resources, both human and financial resources, it is imperative to rationalize and harmonize DepEd's delegation of signing authorities across all levels of governance covering financial and administrative processes and transactions.

## **II. SCOPE OF THE POLICY**

This policy covers DepEd offices and schools across all levels of governance and shall guide all employees and clients on accountabilities for various financial and administrative transactions and procedures in their respective offices. Other transactions requiring delegation of signing authority not specified in this DepEd Order will be covered by the respective issuances of program/process owners concerned.

## **III. POLICY STATEMENT**

This policy hereby establishes accountability by delegating the signing authorities on financial and administrative transactions in support of DepEd operations. Further, it seeks to clarify and streamline financial and administrative systems and procedures in the Department

## **IV. SIGNING AUTHORITIES FOR ADMINISTRATIVE MATTERS**

### **A. PERSONNEL APPOINTMENTS**

The Department of Education is the biggest bureaucracy in Philippine government. Presently, it has 975,523 authorized positions, of which 909,264 are technical teaching positions, 15,946 are technical non-teaching positions, 43,575 are for administrative support, 6,194 are management and supervisory, and 544 are third level or career executive service positions. Of the total authorized plantilla items, 922,926 positions or 94.61% percent are filled. To ensure the effective and efficient processing of appointment documents, which determines the timely release of salaries, benefits, and other pertinent documents, the signing authorities have been delegated to the following officials on different hiring processes.

#### **1. Appointment to Regular / Permanent Plantilla Positions and Coterminous Positions (with Plantilla Items)**

In line with existing hiring policies under the CSC and the supporting guidelines issued by the Department such as DO No. 29 s. 2002 (*Merit Selection Plan of the Department of Education*), below are the signing authorities for the approval of appointments of newly-hired and promoted employees in regular plantilla items.

##### **1. Executive Officials**





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Office/Position	Recommending Approval	Appointing Authority
a. Undersecretary/Assistant Secretary/ Bureau Directors/ Service Directors	Secretary	President of the Republic of the Philippines
b. Regional Director (RD) and Assistant Regional Director (ARD)	Secretary	President of the Republic of the Philippines
c. Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	Secretary	President of the Republic of the Philippines

## 2. Employees and Teaching Personnel

Office/Position	Certification		Approving Authority
	Compliance with Requirements	Screening and Qualification of Appointees	
<b>Central Office</b>			
a. Division Chief	Chief, Personnel Division or Highest Ranking HRMO	Chair, Personnel Selection Board (PSB)	Secretary
b. Below Division Chief	Chief, Personnel Division or Highest Ranking HRMO	Chair, PSB	Undersecretary in-charge of Personnel
<b>Regional Office</b>			
a. Division Chief and below	Chief Administrative Officer, Administrative Division or Highest Ranking HRMO	ARD	RD
<b>Schools Division Office</b>			
a. Division Chief and below	Administrative Officer V, Administrative Section or Highest Ranking HRMO	ASDS	SDS
b. School Head and below	Administrative Officer V, Administrative Section or Highest Ranking HRMO	ASDS	SDS

## 3. Hiring and Renewal for Contracts of Service and/or Job Order Consultants Employees, including Highly-Technical Consultants

A separate guideline shall be issued for the hiring and renewal for Contracts of Service and/or Job Order Consultants subject to CSC-





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COA-DBM Joint Circular No 1, s. 2018, and other subsequent related issuances.

**4. Designation of Officers-in-Charge (OIC) and Special Disbursing Officers (SDOs)**

**a. Designation**

Section 13, Item C of the CSC Memorandum Circular No. 24, s. 2017 defines **designation** as the "movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority." The aforementioned section of the memorandum circular also discusses the designation of Officers-in-Charge (OIC) and their respective functions. Consistent with DepEd Order 13 s. 2015, the table below enumerates the signing authorities for Office Orders to designate the Officer-in-Charge of a DepEd office/implementing unit.

Office/Position	Requesting Official	Approval
<b>Central Office</b>		
a. Undersecretary		Secretary
b. Assistant Secretary	Undersecretary concerned	Secretary
c. Bureau/Service Directors	Undersecretary / Assistant Secretary concerned	Secretary
d. Division Chiefs	Bureau/Service Director concerned	Designated Undersecretary / Undersecretary in-charge of Personnel
<b>Regional Office</b>		
a. RD/ARD	Undersecretary for Field Operations	Secretary
b. Division Chiefs	ARD	RD
<b>Schools Division Office</b>		
a. SDS/ASDS	Undersecretary / Assistant Secretary for Field Operations, after endorsement by RD/ARD	Secretary
b. Division Chiefs and School Heads	ASDS	SDS

**b. Designation of Special Disbursing Officers**

The designation of Special Disbursing Officers (SDOs) shall be approved by the Undersecretary for Finance at the Central







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Office; Regional Director at the Regional Office; Schools Division Superintendent at the Schools Division Office; and Schools.

**B. PERSONNEL MOVEMENTS**

Personnel movements may refer to any of the following: reassignment, detail, transfer, and secondment. This movement may arise from necessity and in the exigency of service in the concerned DepEd offices/implementing units. It is understood that personnel movements are jointly agreed upon by the recommending and receiving heads of office. Guidelines on these human resource actions are prescribed under **CSC Memorandum Circular No. 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018)**. The approving authorities for all personnel movements are as follows:

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

Section 13 of the CSC Memorandum Circular No. 14, s. 2018, **Transfer** is the movement of employee from one position to another which is of equivalent rank, level or salary without gap in the service involving the issuance of an appointment. **Reassignment** is the movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status, or salary.

*a. Central Office*

Position	Within Central Office		To Field Offices	
	Recommending Approval	Approval	Recommending Approval	Approval
Bureau / Service Directors	Assistant Secretary / Undersecretary concerned	Secretary	Undersecretary for Field Operations	Secretary
Division Chief	Bureau / Service Director	Assistant Secretary / Undersecretary concerned	Assistant Secretary / Undersecretary concerned	Secretary
Below Division Chief	Division Chief and Bureau / Service Directors concerned	Assistant Secretary / Undersecretary concerned	Division Chief and Bureau / Service Directors concerned	Undersecretary in-charge of Personnel

*b. Regional Office*

Position	Within the Regional Office and SDO within the Region		To CO or another Region	
	Recommending Approval	Approval	Recommending Approval	Approval





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RD/ARD	N/A	N/A	Undersecretary for Field Operations	Secretary
Division Chief	ARD	RD	RD	Undersecretary for Field Operations
Below Division Chief	Division Chief and ARD	RD	RD	Undersecretary for Field Operations

*c. Schools Division Office*

Position	Within the Division		To CO or another Division/Region	
	Recommending Approval	Approval	Recommending Approval	Approval
SDS/ASDS	N/A	N/A	Undersecretary/Assistant Secretary for Field Operations, as endorsed by RD / ARD	Secretary
Division Chief	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region / Undersecretary / Assistant Secretary concerned for CO
Below Division Chief	Division Chief	SDS	SDS	RD of Originating Region and RD of Receiving Region / Undersecretary / Assistant Secretary concerned for CO
School Head	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region / Undersecretary / Assistant Secretary concerned for CO
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 / Assistant Secretary concerned for CO





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d. School Personnel

Position	Within the Division		To CO or another Division / Region	
	Recommending Approval	Approval	Recommending Approval	Approval
School Head	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region / Undersecretary / Assistant Secretary concerned for CO
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 / Assistant Secretary concerned for CO

2. Secondment and Detail of DepEd Employees

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.

An employee on Secondment and Detail status shall be approved by the Secretary upon the recommendation of the Undersecretary and Assistant Secretary, and/or the respective Regional Director concerned.

C. OFFICIAL TRAVEL

No travel, on official time or business, shall be undertaken without an approved Authority to Travel. The approving authorities are defined under Executive Order No. 77, s. 2019 (Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel).

It should be strictly observed that teachers' travel on official time or business should not affect contact time with their respective students.

1. Foreign Travel

A separate guideline shall be issued for the foreign travels of officials and employees in the Department.





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## 2. Local Travel

All official domestic travels in performance of duties and functions including attendance to workshops, seminars, trainings, and speaking engagements shall be approved in the following manner as prescribed DepEd Order No. 22, s. 2019 (Guidelines on Official Local Travels in the Department of Education).

Office/Positions	Approving Officials	
	Recommending Approval	Approval
<b>a. Central Office</b>		
1. Undersecretary/Assistant Secretary concerned		Secretary
2. Bureau/Service Director/ Executive Director		Assistant Secretary/ Undersecretary concerned
3. Division Chief and Below	Director Concerned	Assistant Secretary/ Undersecretary concerned
4. Offices and Immediate Staff of the Office of the Secretary	Director Concerned	Undersecretary (Chief of Staff)
<b>b. Regional Office</b>		
1. Regional Director (RD)		Undersecretary for Field Operations- for destinations outside the Region only
2. Assistant Regional Director (ARD)		RD
3. Division Chief	ARD	RD
4. Below Division Chief	Division Chief	RD
<b>c. Division Office</b>		
1. Schools Division Superintendent	-	RD- for destinations outside the Region only
2. Assistant Schools Division Superintendent (ASDS)		SDS- for destinations within the Region
	SDS - for destinations outside the Region	RD- for destinations outside the Region
3. Division Chief	ASDS	SDS
4. Below Division Chief including PSDS	Division Chief	SDS
<b>d. School</b>		
d.1 School Head	ASDS	SDS





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d.2 Teaching and non-teaching personnel		School Head - for destinations within the Division
	School Head - for destinations outside the Division	SDS - for destinations outside the Division

**D. PERMISSION TO OUTSIDE STUDY, TEACH OR PRACTICE A PROFESSION**

1. DepEd teachers and employees who intend to pursue study outside the required work hours need not secure a 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.
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 Rules**. The following signing authority shall be followed:

Office/Positions	Recommending Approval	Approval
<b>Central Office</b>		
Undersecretary/Assistant Secretary	None	Secretary
Bureau/Service Directors	Undersecretary or Assistant Secretary concerned	Secretary
Division Chief		Secretary
Below Division Chief	Bureau/Service Directors Division Chief concerned	Secretary
<b>Regional Office</b>		
RD/ARD	None	Undersecretary for Field Operations
SDS/ASDS	ARD	RD
Division Chief	ARD	RD
Below Division Chief	Division Chief and ARD	RD
<b>School Division Office</b>		
SDS/ASDS	ARD	RD
Division Chief	ASDS	SDS
Below Division Chief	Division Chief	SDS





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Office/Positions	Recommending Approval	Approval
<b>School</b>		
Principal/Head Teacher	ASDS	SDS
Teacher and other School Non-Teaching Personnel	School Head and ASDS	SDS

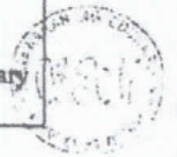
For DepEd lawyers holding the plantilla item of Attorney across governance levels, the request to engage in private practice shall be approved by the Secretary or his/her authorized representative, with recommending approval from their respective Regional Director for those in the RO and SDO.

**E. APPLICATIONS FOR SICK / VACATION / STUDY / MATERNITY / PATERNITY LEAVE AND GRANT OF SERVICE CREDITS FOR TEACHERS**

In accordance with the **CSC Omnibus Rules on Leave (Rule XVI of the Omnibus Rules Implementing Book V of EO 292)**, the following are the delegated signing authorities for the approval of the Leave Form (Form No. 6) prior to the processing of said documents by the appropriate Personnel Division / Unit in the various DepEd governance levels.

**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
<b>Central Office</b>				
Undersecretary		Secretary		Secretary
Assistant Secretary	Undersecretary concerned	Secretary	Undersecretary concerned	Secretary
Bureau/Service Directors		Assistant Secretary / Undersecretary concerned	Assistant Secretary / Undersecretary concerned	Secretary
Division Chief	Director concerned	Assistant Secretary / Undersecretary concerned	Bureau / Service Director	Assistant Secretary / Undersecretary concerned
Below Division Chief	Division Chief	Bureau / Service Director	Division Chief and Bureau /Service Director	Assistant Secretary / Undersecretary concerned





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Office/ Positions	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
<b>Regional Office</b>				
RD/ARD	Director of BHRD	Undersecretary for Field Operations	Director of BHRD	Undersecretary for Field Operations
Division Chief	ARD	RD	ARD	RD
Below Division Chief*	Division Chief	ARD	Division Chief and ARD	RD
<b>Division Office</b>				
SDS/ASDS	ARD	RD	ARD	RD
Division Chief	ASDS	SDS	ASDS	SDS
Below Division Chief*	Division Chief	ASDS	Division Chief and ASDS	SDS
<b>School</b>				
Principal/Head Teachers/TIC	ASDS	SDS	ASDS	SDS
Teachers and non-teaching personnel	School Head	ASDS	School Head and ASDS	SDS

\* Applications of employees under the direct supervision of the RD/SDS shall be recommended by the ARD/ASDS and approved by the RD/SDS, respectively.

## 2. Grant of Service Credits of Teachers

The special order for the grant of service credits for teachers shall be signed by SDS upon recommendation of the School Head. Please refer to **DepEd Order No. 53, s. 2003 (Updated Guidelines on Grant of Vacation Service Credits to Teachers)** and **DepEd Order No. 84, s. 2003 (Addendum to DepEd Order No. 53, s. 2003)**.

## F. RETIREMENT / RESIGNATION / TERMINATION OF APPOINTMENT / DROPPING FROM THE ROLLS

### 1. Retirement

- a) Retirement may be compulsory or optional. Optional retirement shall be applied for by the employee and be approved by the Head of Office. Claims for benefits under compulsory or optional retirement shall be subject to the issuance of clearance (CSC Form No. 7, revised 2018) duly approved by the authorized DepEd officials, as follows:





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Particulars	Signatories			
	Central Office	Regional Office	Division Office	School
On cash advances, accounts receivable, and traveling expenses paid in advance	Chief of Accounting Division	Chief of Finance Division	Head of Accounting Unit	Bookkeeper / Disbursing Officer
On cash accountability	Chief of Cash Division	Chief of Finance Division	Head of Accounting Unit	Bookkeeper / Disbursing Officer
On Provident Loan Fund	Chief of EAMD	Chief of Finance Division	Head of Accounting Unit	Head of Accounting Unit of SDO
On property accountability	Chief of Asset Management Division	Chief of Administrative Division	Head of Admin	Supply Officer / Designated Property Custodian
On attendance records and salary overpayment	Chief of Personnel Division	Chief of Administrative Division	Head of Admin	School Head
On pending administrative case	Director of Legal Service	Legal Officer	Legal Officer	Legal Officer of the SDO
On records borrowed	Chief of Records Division	Chief of Administrative Division	Records Officer	School Head
On books/ materials borrowed	Librarian / Chief of GSD	Librarian or counterpart	Librarian or counterpart	Librarian or designated librarian
Recommending Approval	Director of BHROD	ARD	SDS	School Head
Approval	Assistant Secretary / Undersecretary Concerned	RD	SDS	SDS

- b) Clearance for Undersecretaries and Assistant Secretaries must be approved by the Secretary.
- c) Clearance for ARD and RD must be approved by the Secretary, duly endorsed by the Undersecretary for Field Operations.
- d) Clearance for ASDS and SDS must be approved by the Undersecretary for Field Operations upon the recommendation of the RD.







## 2. Resignation

- a) Resignation is an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which shall not be less than thirty (30) days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing officer/authority. The employee shall submit the resignation letter subject to approval of the following approving authorities.
- b) Resignation of personnel in third-level positions will be approved by the President of the Republic of the Philippines, with the recommending approval of the Secretary.

Office/Positions	Recommending Approval	Approval
<b>Central Office</b>		
Division Chief	Bureau/Service Directors and Undersecretary / Assistant Secretary concerned	Secretary
Below Division Chief	Division Chief and Bureau / Service Director	Assistant Secretary / Undersecretary concerned
<b>Regional Office</b>		
Division Chief	ARD	RD
Below Division Chief	Division Chief and ARD	RD
<b>School Division Office</b>		
Division Chief	ASDS	SDS
Below Division Chief	Division Chief	SDS
<b>School</b>		
Principal/Head Teacher	ASDS	SDS
Teacher and other School Non-Teaching Personnel	School Head and ASDS	SDS

- c.) Acceptance and approval of the employee's resignation shall be conditional on his/her duly accomplished clearance, following the procedure in F.1.a.

## 3. Termination of Appointment and Dropping from the Rolls

Termination of appointment and the dropping from the rolls of an employee are vested upon the appointing authority after appropriate measures have been undertaken by the personnel.





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This is supported under **CSC Memorandum Circular No. 24, s. 2017 (2017 Omnibus Rules on Appointments and Other Human Resource Actions).**

Office/Positions	Recommending Approval	Approval
<b>Central Office</b>		
Undersecretary/Assistant Secretary/Bureau/Service Directors	Secretary	President of the Republic of the Philippines
Division Chief	Undersecretary / Assistant Secretary concerned	Secretary
Below Division Chief	Division Chief and Bureau/Service Director	Undersecretary / Assistant Secretary in-charge of Personnel
<b>Regional Office</b>		
RD/ARD	Secretary	President of the Republic of the Philippines
Division Chief	ARD	RD
Below Division Chief	Division Chief and ARD	RD
<b>School Division Office</b>		
SDS/ASDS	Secretary	President of the Republic of the Philippines
Division Chief	ASDS	SDS
Below Division Chief	Division Chief and ASDS	SDS
<b>School</b>		
Principal/Head Teacher	ASDS	SDS
Teaching Personnel	School Head and ASDS	SDS
Non-teaching Personnel	School Head and ASDS	SDS

**H. NOTICE OF SALARY ADJUSTMENT (NOSA) AND NOTICE OF STEP INCREMENT (NOSI)**

The Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI) inform DepEd employees of adjustments on their salaries, which are also reflected in the employees' respective pay slips. The signing authorities for these documents are as follows:





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Level	Recommending Approval	Approval
<b>Central Office</b>		
Secretary		Secretary
Undersecretary / Assistant Secretary		Undersecretary / Assistant Secretary in-charge of Personnel
Bureau / Service Directors	Chief of Personnel Division and Director of BHROD	Undersecretary / Assistant Secretary in-charge of Personnel
Division Chief and below	Chief of Personnel Division and Director of BHROD	Undersecretary / Assistant Secretary in-charge of Personnel
<b>Regional Office</b>		
RD / ARD	Chief of Personnel Division and Director of BHROD	Undersecretary for Field Operations
Division Chief and below	Chief of Administrative Division and ARD	RD
<b>Division Office</b>		
SDS / ASDS	Chief of Personnel Division and Director of BHROD	Undersecretary / Assistant Secretary in-charge of Personnel
Division Chief and below	Chief of Admin and ASDS	SDS
<b>School</b>		
School Head, Teachers, and non-teaching personnel	Chief of Admin and ASDS	SDS

**I. EQUIVALENT RECORD FORM (ERF)**

For teachers applying to avail the ERF, below are the signing authorities:

Endorsement (School)	Recommending Approval (SDO)	Approval (RO)
School Head	Head of Admin, SDS	Regional Director

**J. AUTHORITY TO RENDER OVERTIME SERVICES**

In line with **DepEd Order No. 30, s. 2016** (*Policies and Guidelines on Overtime Services and Payment in the Department of Education*) and its subsequent amendment, **DepEd Order No. 5, s. 2019**, the table below outlines the signing authorities approving the request for rendering overtime. *Section D.5* of the aforementioned policy, authority to render overtime shall be requested and approved on a monthly basis.





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Governance Level	Recommending Approval	Approval
<b>Central Office</b>		
Division Chiefs and below	Bureau / Service Director and concerned Assistant Secretary / Undersecretary	Concerned Undersecretary / Assistant Secretary
<b>Regional Office</b>		
Division Chief and below	ARD	RD
<b>Division Office</b>		
Division Chief and below	ASDS	SDS

### K. PROPERTY AND SUPPLY ISSUANCES

The table below outlines the signing authorities for property issuances. These are aligned with the existing policies of the Department on property and supply management.

#### 1. Central Office

Forms	Recommending Approval	Approval
Report on the Physical Count of Inventories (RPCI)	Administrative Service (AS) Director	Undersecretary for Administration
Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	AS Director	Undersecretary for Administration
Report of Supplies and Materials Issued (RSMI)	SAO - AMD	Chief - AMD
Inspection and Acceptance Report (IAR)	Inspection Officer/Inspection Committee	Chief - AMD
Waste Materials Report (WMR)	Chief - AMD	Chairman, Disposal Committee
Relief of Accountability - Semi Expendables	SAO - AMD	Chief - AMD
Relief of Accountability - PPE	Chief - AMD	COA - DepEd

	Requesting Party	Approval
Inventory and Inspection Report of Unserviceable Property (IIRUP)	Chief - AMD	Chairman, Disposal Committee
Requisition and Issue Slip (RIS) for semi-expendable items and consumables	Accountable Officer (DepEd Employee)	Head of requisitioning office
Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	Chief - AMD





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Report on Lost, Stolen, Damaged, Destroyed Property (RLSDDP)	Accountable Officer (DepEd Employee), noted by Immediate Supervisor	COA - DepEd
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**Issuing Party**

**Receiving Party**

Inventory Custodian Slip (ICS)	Supply Officer / Chief - AMD	Accountable Officer
Property Acknowledgment Receipt (PAR)	Supply Officer / Chief - AMD	Accountable Officer
Property Transfer Report (PTR) - Inter Agency	Head of Agency or Authorized Representative	Head of Agency or Authorized Representative
Property Transfer Report (PTR) - Intra Agency	Supply Officer / Chief - AMD	Supply Officer of receiving office

**2. Regional Office**

Forms	Recommending Approval	Approval
Report on the Physical Count of Inventories (RPCI)	Chief Administrative Officer	Regional Director
Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	Chief Administrative Officer	Regional Director
Report of Supplies and Materials Issued (RSMI)	Regional Supply Officer	Chief Administrative Officer
Inspection and Acceptance Report (IAR)	Inspection Officer/ Inspection Committee	Regional Supply Officer
Waste Materials Report (WMR)	Regional Supply Officer	Chairman, Disposal Committee
Relief of Accountability - Semi Expendables	Property Custodian	Regional Supply Officer
Relief of Accountability - PPE	Regional Supply Officer	COA - RO

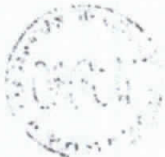
**Requesting Party**

**Approval**

Inventory and Inspection Report of Unserviceable Property (IIRUP)	Regional Supply Officer	Chairman, Disposal Committee
Requisition and Issue Slip (RIS) for semi-expendable items and consumables	Accountable Officer (DepEd Employee)	Head of requisitioning office
Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	Regional Supply Officer
Report on Lost, Stolen, Damaged, Destroyed Property (RLSDDP)	Accountable Officer (DepEd Employee), noted by Immediate Supervisor	COA - RO

**Issuing Party**

**Receiving Party**





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Forms	Recommending Approval	Approval
Inventory Custodian Slip (ICS)	Regional Supply Officer	Accountable Officer
Property Acknowledgment Receipt (PAR)	Regional Supply Officer	Accountable Officer
Property Transfer Report (PTR)	Regional Supply Officer	Supply Officer of receiving office

### 3. Division Office

Forms	Recommending Approval	Approval
Report on the Physical Count of Inventories (RPCI)	Administrative Officer V	Schools Division Superintendent
Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	Administrative Officer V	Schools Division Superintendent
Report of Supplies and Materials Issued (RSMI)	Division Supply Officer	Administrative Officer V
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	Administrative Officer V
Relief of Accountability - PPE	Administrative Officer V	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 requisitioning office
Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	Division Supply Officer
Report on Lost, Stolen, Damaged, 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 Acknowledgment Receipt (PAR)	Division Supply Officer	Accountable Officer
Property Transfer Report (PTR)	Division Supply Officer	Supply Officer of receiving office





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**4. Elementary and Non-IU Secondary Schools**

Forms	Recommending Approval	Approval
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

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



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<b>Forma</b>	<b>Recommending Approval</b>	<b>Approval</b>
Report on the Physical Count of 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
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, 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 Acknowledgment Receipt (PAR)	Supply Officer/Property Custodian	Accountable Officer
Property Transfer Report (PTR)	Supply Officer/Property Custodian	Supply Officer / Property Custodian of receiving office







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**L. CORRESPONDENCE**

1. The following correspondence shall be signed by the Secretary:
  - a. Letters addressed to the President of the Republic of the Philippines;
  - b. Letters to the Senate President and to the Speaker of the House of Representatives.
  - c. Letters addressed to the Cabinet Members;
  - d. Letters addressed to bilateral and multilateral institutions other than those signed by designated Undersecretary / Assistant Secretary; and
  - e. Agency concurrence / comments to proposed issuances of the Executive Branch other than those signed by designated Undersecretary / Assistant Secretary.
2. Signing of correspondence shall be delegated to executive official concerned, provided it is consistent with existing policy, nature of transaction, or approved by the Secretary and/or the Executive Committee.
3. The executive official concerned may request the Secretary to be the signatory with accompanying cover memorandum.

**V. SIGNING AUTHORITIES FOR FINANCIAL AND PROCUREMENT MATTERS**

For financial and procurement matters, the signing authorities shall be as indicated hereunder. However, nothing in this Order shall be construed as limiting the power of the Secretary to review, modify, or reverse, in accordance with existing laws, rules, and regulations, any action taken by officers pursuant to these authorities.

**A. ACTIVITY REQUEST (AR) AND AUTHORITY TO PROCURE (ATP)/PURCHASE REQUEST**

1. Except as provided in Section V(A)(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) that was prepared for the purpose.

The AR shall be prepared in accordance with the authorities indicated in the following table:

**Central Office**

Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official		
			Policy	Finance	Transfer/ Downloading of Funds
Not up to P100.0M	Head of Office/ Division Chief or higher official concerned	Chief of Budget Division	Assistant Secretary or Undersecretary concerned	N.A.	Undersecretary for Finance





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	Head of Section or higher official concerned for Baguio Teachers' Camp (BTC)	Head of Budget Unit	Teachers' Camp Superintendent for BTC	N.A.	
P100 Million and above	Head of Office/Division Chief or higher official concerned		Assistant Secretary or Undersecretary concerned	Secretary, with the initials of USec for Finance	

**Regional and Schools Division Offices**

Office/Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official
<b>a. Regional Office</b> Up to the extent of allotment received	Head of Office/Division Chief	Chief of Finance Division	Regional Director (RD)
<b>b. Schools Division Office</b> Up to the extent of allotment received	Division Chief /Unit Head	Budget Officer	Schools Division Superintendent (SDS)

2. When an activity contemplated in the immediately preceding subparagraph is not included in the approved WFP and APP or constitutes or embodies a modification thereof, an Authority to Conduct (ATC) is required for holding the activity, which shall be prepared in accordance with the following signing authorities:

**Central Office**

Amount Involved	Requesting Official	Approving Official	Certification of Availability of Allotment
Up to P1 Million	Head of Office/Division Chief or higher official concerned	Director or higher official concerned	Chief of Budget Division
	Head of Section or higher official concerned for BTC	Teachers' Camp Superintendent for BTC	Head of Budget Unit
Over P1 Million up to P5 Million	Director or higher official concerned	ASec or higher official concerned	Chief of Budget Division





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Amount Involved	Requesting Official	Approving Official	Certification of Availability of Allotment
	Teachers' Camp Superintendent for BTC	ASec or higher official concerned	Head of Budget Unit
Over P5 Million up to 100 Million	Director or higher official concerned	USec Concerned	Chief of Budget Division
	Teachers' Camp Superintendent for BTC		Head of Budget Unit
Over P100 Million	USec concerned	Secretary	Chief of Budget Division

**Regional and Schools Division Offices**

Office/Amount Involved	Requesting Official	Approving Official	Certification of Availability of Allotment
<b>a. Regional Office</b> Up to the extent of allotment received	Head of Office / Division Chief concerned	Regional Director	Chief of Finance Division
<b>b. Schools Division Office</b> Up to the extent of allotment received	Division Chief concerned/Unit Head or Supply Officer	Schools Division Superintendent	Budget Officer
<b>c. IU School</b> Up to the extent of allotment received	AO, or in his/her absence, the Designated School Property Custodian	SH or the School's OIC designated by the SDS	Designated Budget/Finance Staff (AO or Administrative Assistant (ADAS) II/III)
<b>d. Non-IU School</b> Up to the extent of allotment received	Officer designated by the SH or Designated School Property Custodian	SH or the School's OIC designated by the SDS	Budget Officer (AOV) or Designated Budget/Finance staff



- 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 offices or schools, in accordance with



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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. The **Resolution to Award (RTA)** and the **Notice of Award (NOA)** shall be approved and signed by the Head of Procuring Entity (HOPE) or his/her duly authorized officials, as shown below, regardless of the modality by which procurement was made; Provided, that in case of delegation to an authorized official, said official should not have been a member of the BAC that handled the procurement. Otherwise, the RTA and/or the NOA shall be approved and signed by the next eligible higher official, or if not availing, by the Secretary herself:

**Central Office**

Amount Involved	Approving (i.e. RTA) and Issuing (i.e. NOA) Official
Not over P1 Million	Director or higher official concerned
	Teachers' Camp Superintendent for BTC
Over P1 Million to P5 Million	ASec or higher official concerned
	Teachers' Camp Superintendent for BTC
Over P5 Million to P100 Million	USec Concerned
Over P100 Million	Secretary

**Regional Offices, Schools Division Offices, and Schools**

Office/Amount Involved	Approving (i.e. RTA) and Issuing (i.e. NOA) Official
<b>a. Regional Office</b> Up to the extent of allotment received	RD
<b>b. Schools Division Office</b> Up to the extent of allotment received	SDS
<b>c. IU School</b> Up to the extent of allotment received	SH or the School's OIC designated by the SDS
<b>d. Non-IU School</b> Up to the extent of allotment received	SH or the School's OIC designated by the SDS





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

1. Contracts, Purchase Order, Memorandum of Agreement (MOA), or any agreement in 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
<b>a. Central Office</b>	
i. Bureau/Service/Executive Office	Chief Accountant
ii. BTC	BTC Accountant
<b>b. Regional Office</b>	Head of Accounting Unit
<b>c. Schools Division Office</b>	Accountant
<b>d. IU School</b>	School's Accountant/Bookkeeper
<b>e. Non-IU School</b>	School's Bookkeeper In-charge (ADAS III)

2. The procurement Contract, Purchase Order, MOA, or agreement in whatsoever form, shall be signed by the following officials:

**Central Office**

Amount Involved	Signing Official
Not over P1 Million	Director or higher official concerned
	Teachers' Camp Superintendent for BTC
Over P1 Million up to P5 Million	ASec or higher official concerned
	ASec or higher official concerned
Over P5 Million up to P100 Million	USec Concerned
Over P100 Million	Secretary

**Regional Offices, Schools Division Offices, and Schools**

Office/Amount Involved	Signing Official
<b>a. Regional Office</b>	
Up to the extent of allotment received	RD
<b>b. Schools Division Office</b>	
Up to the extent of allotment received	SDS
<b>c. IU School</b>	
Up to the extent of allotment received	





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Office/Amount Involved	Signing Official
	SH or the School's OIC designated by the SDS
<b>d. Non-IU School</b> Up to the extent of allotment received	SH or the School's OIC designated by the SDS

3. 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, as indicated in the immediately preceding paragraph.
4. Contract time or delivery suspension, work suspension, 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 compliance with applicable rules and regulations on granting of cash advance. The ADCA shall be signed by the following DepEd officials:

Office/Amount Involved	Requesting Official	Approval
<b>a. Central Office</b> Up to P50,000.00	Division Chief or higher official concerned	ASec for Finance
Over P 50,000.00	Director or higher official concerned	USec for Finance
<b>b. Regional Office</b> Up to the extent of allotment received	Head of Office/ Division Chief	RD
<b>c. Schools Division Office</b> Up to the extent of allotment received	Division Chief /Unit Head SH or the School's OIC designated by the SDS, for Non-IUs	SDS





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<b>d. IU School</b>		
Up to the extent of allotment received	AO, or in absence, the officer designated by the SH	SH or the School's OIC designated by the SDS

**E. SUB-ALLOTMENT RELEASE ORDER**

- 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.
- The Sub-ARO shall be signed by the following officials:

Amount Involved	Certification of Allotment Availability	Recommending Approval	Approval
<b>Central Office</b>			
Regardless of Amount	Chief of Budget Division	ASec for Finance	USec for Finance
<b>Regional Office</b>			
Up to the extent of allotment received	Head of Budget Unit	RD	

Subsequent transfer/downloading of funds shall be governed by the following:

- 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.
- 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 Regional Office and SDO.

**F. OBLIGATION REQUEST AND STATUS**

- The Obligation Request and Status (ORS) shall be signed by the following officials:

	Box "A"	Box "B"
<b>a. Central Office</b>		
i. Bureau/Service/Executive Office	Division Chief or Higher Official	Chief of Budget Division





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	Box "A"	Box "B"
ii. Baguio Teacher's Camp	Head of Unit concerned or Teachers' Camp Superintendent	Head of Budget Unit
b. Regional Office	Division Chief concerned/Unit Head	Chief of Finance Division
c. Schools Division Office	Division Chief/Unit/ Section Head	Head of Budget Unit/Section
d. 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

The delegation of the signing authorities in this area shall be in harmony with the provisions of DO No. 027, s. 2020 entitled Guidelines in the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices and Schools which applies to pre-delivery inspection, inspection before acceptance upon delivery and post-delivery inspection of DepEd procured goods and service. DO No. 027, s. 2020 is not applicable to Infrastructure Projects.

All claims for payment of procurement deliveries shall be supported by documents signed by officials as enumerated below:

#### 1. Goods and Services as well as Infrastructure Projects Procured by the Central Office

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

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
a. Inspection and Acceptance Report (IAR)				
i. Bureau/Service/Center	Team Leader and Provisional Member of DepEd CO Inspectorate Team and one (1) representative from End user	Chief of Asset Management Division-Administrative Service (AMD-AS)	-	-
ii. BTC	One representative/inspector each from BTC Accounting and Supply Sections	Head of BTC Supply Section	-	-







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Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
b. Certificate of No Claim Against the Warranty/Certificate of Contract Completion (for release of Retention Money)	-	-	-	Director IV or higher official concerned

**1.2 Print and Non-Print Materials procured by the Bureau of Learning Resources (BLR)**

**1.2.1 For delivery to schools and school districts**

Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
a. IAR	Team Leader and Officer/Teacher who has adequate knowledge and technical skill relative to the goods delivered.	Supply Officer or designated Property Custodian of the school/school district/school's division	-	-
b. Certificate of No Claim Against the Warranty/Certificate of Contract Completion (for release of Retention Money)	-	-	-	Director-BLR or higher official concerned

**1.2.2 For delivery at the CO warehouse as buffer stock**

Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
a. IAR	Team Leader and Provisional Member of DepEd CO Inspectorate Team and BLR Quality Control Inspectorate Team	Chief of Asset Management Division, Administrative Service	-	-
b. Certificate of No Claim Against the Warranty/Certificate of Contract Completion (for release of Retention Money)	-	-	-	Director-BLR or higher official concerned





**1.3 School Furniture**

Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
a. IAR	Team Leader and Officer/Teacher who has adequate knowledge and technical skill relative to the goods delivered.	Supply Officer or designated Property Custodian of the school	-	-
b. Certificate of No Claim Against the Warranty/ Certificate of Contract Completion (for release of Retention Money)	-	-	-	Chief of EFD or higher official concerned

**1.4 Infrastructure Projects (new construction and repair; excluding Public-Private Partnership Projects)**

Particulars	Inspected/Validated By	Certified By	Approval
a. Statement of Work Accomplished (SWA)			
i. Bureau/Service/Executive Office	EFD Engineer In-Charge of the Project	-	Chief of EFD
ii. BTC	BTC Engineer or EFD Engineer/ Architect In-Charge of the Project	-	Teachers' Camp Superintendent
b. Certificate of 100% Completion			
i. Bureau/Service/Executive Office	-	EFD Engineer In-Charge of the Project	Usec for Administration
ii. BTC		BTC Engineer or EFD Engineer/ Architect In-Charge of the Project	Usec for Administration





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<b>c. Certificate of Final Acceptance*</b>			
i. Bureau/Service/Executive Office	-	EFD Personnel In-Charge of the Project	USec for Administration
ii. BTC	-	BTC Engineer or EFD Engineer/Architect In-Charge of the Project	USec for Administration

\* 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

**1.5 Printing and delivery of classified and non-classified Test Materials and Certificates of Ratings**

Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
a. IAR	Team Leader and Provisional Member of DepEd CO Inspectorate Team and one (1) representative from End user	Chief of Asset Management Division-Administrative Service (AMD-AS)	-	-
b. Certificate of No Claim Against the Warranty/ Certificate of Contract Completion (for release of Retention Money)	-	-	-	Director IV or higher official concerned

**1.6 Information and Communication Technology (ICT) Equipment and ICT-Related Goods and Services**

Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
a. IAR	Team Leader and Officer/Teacher who has adequate knowledge and technical skill on ICT Equipment and Goods and is a Regular Member of the School Inspectorate Team	Supply Officer or designated Property Custodian of the school	-	-





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Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
b. Certificate of No Claim Against the Warranty/ Certificate of Contract Completion (for release of Retention Money)	-	-		Director IV or higher official concerned

**2. Goods and Services Procured by Regional and Schools Division Offices and Schools**

**2.1 Supplies, Materials and Equipment Not Available in the DBM-Procurement Service**

Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
a. IAR				
i. Regional Office	Team Leader and Provisional Member of RO Inspectorate Team	Head of Asset Management Unit	-	-
ii. Schools Division Office (including non-IU)	Team Leader and Provisional Member of the SDO Inspectorate Team	Head of Supply and Property Section	-	-
iii. IU School	Team Leader and an Officer/Teacher who has adequate knowledge and technical skill relative to the goods procured and who is a Regular Member of the School Inspectorate Team	AO or the school's designated Property Custodian		
b. Certificate of No Claim Against the Warranty/ Certificate of Contract Completion (for release of Retention Money)				
i. Regional Office	-	-	Asset Management Personnel	Regional Supply Officer





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Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
ii. Schools Division Office (including Non-IU School)	-	-	Head of Supply Section	Head of Administrative Unit
iii. IU School	-	-	AO or the School's designated Property Custodian	SH or the school's OIC designated by the SDS

### 2.2 School Furniture

Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
<b>a. IAR</b>				
i. Regional Office	Team Leader and one Officer/Teacher who is a Regular Member of the School Inspectorate Team	Supply Officer or designated Property Custodian of the school	-	-
ii. Schools Division Office (including non-IU)	Team Leader and one Officer/Teacher who is a Regular Member of the School Inspectorate Team	Supply Officer or designated Property Custodian of the school	-	-
ii. Schools Division Office (including Non-IU School)			Division Personnel In-Charge of the Project	Chief of School Governance and Operations Division (SGOD) or higher official concerned
<b>b. Certificate of No Claim Against the Warranty/ Certificate of Contract Completion (for release of Retention Money)</b>				
i. Regional Office	-	-	Personnel in-charge of the Project	Chief of ESSD





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Particulars	Inspection/Validation	Acceptance	Prepared By	Certified Correct
				or higher official concerned
ii. Schools Division Office (including Non-IU School)	-	-	Schools Division Personnel In-Charge of the Project	Chief of SGOD or higher official concerned

**2.3 Infrastructure Projects (new construction and repair)**

Particulars	Inspected/Validated By	Certified By	Approval
<b>a. Statement of Work Accomplished (SWA)</b>			
i. Regional Office	Regional Engineer In-Charge of the Project	-	Chief of ESSD
ii. Schools Division Office	Schools Division Engineer In-Charge of the Project	-	Chief of SGOD
<b>b. Certificate of 100% Completion</b>			
i. Regional Office	-	Regional Engineer In-Charge of the Project	Chief of ESSD
ii. Schools Division Office		Division Engineer In-Charge of the Project	Chief of SGOD
<b>c. Certificate of Final Acceptance*</b>			
i. Regional Office	-	Regional Engineer In-Charge of the Project	RD
ii. Schools Division Office		Schools Division Engineer In-Charge of the Project	SDS

\* 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





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**2.4 Information and Communication Technology (ICT) Equipment and ICT-Related Goods and Services**

Particulars	Inspection/ Validation	Acceptance	Prepared By	Certified Correct
<b>a. IAR</b>				
i. Regional Office	Team Leader and Provisional Member who is an Officer from the ICT Unit of the RO	Regional Supply Officer	-	-
ii. Schools Division Office	Team Leader and Provisional Member who is an Officer from the ICT Unit of the SDO	Schools Division Supply Officer	-	-
iii. IU School	Team Leader and Officer/Teacher who has adequate knowledge and technical skill on ICT Equipment, Goods and Services	Supply Officer or school's designated Property Custodian		
<b>b. Certificate of No Claim Against the Warranty/ Certificate of Contract Completion (for release of Retention Money)</b>				
i. Regional Office	-	-	Regional Supply Officer	Chief of Administrative Division
ii. Schools Division Office	-	-	Schools Division Supply Officer	Head of Administrative Unit
iii. IU School			AO or School's designated Property Custodian	SH or the school's OIC designated by the SDS



**H. PAYROLL FOR THE PAYMENT OF SALARIES AND OTHER BENEFITS**

- 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/School	As to the Services Rendered	As to Availability of Funds	Approving Official
a. Central Office			
i. Bureau/Service/Executive Office	Chief of Personnel Division, for bureau/service/Executive Office	Chief Accountant	USec for Finance
ii. BTC	Head of Personnel Unit, for BTC	Accountant	Teachers' Camp Superintendent
b. Regional Office	Chief of Administrative Division	Head of Accounting Unit	RD
c. Schools Division Office including non-IU Schools	Head of the Administrative Unit	Head of Accounting Unit/Section	SDS
d. IU School	Administrative Officer, or in absence, the Personnel Officer Designate	School's Accountant/Bookkeeper	SH or the School's OIC designated by the SDS

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 VOUCHER (DVs)**

1. The required certifications for specific box of the DVs shall be as follows:
  - a. **Box "A"** – Certification as to expenses necessary, lawful and incurred under 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 amount claimed proper.
2. The said boxes in the DV shall be signed by the following:







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	Box "A"	Box "C"
a. Central Office		
i. Bureau/Service/Executive Office	Division Chief or higher official concerned	Chief Accountant
ii. BTC	Head of Unit or higher	
b. Regional Office	Division Chief or Unit Head	Regional Accountant
c. Schools Division Office	Division Chief or Unit/Section Head	SDO Accountant
d. IU School	Administrative Officer, or Officer In-Charge of the Project	School's Accountant/Bookkeeper

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 (MOOE) and Capital Outlay (CO)
<b>a. Bureau/Service/Executive Office</b>		
Not over P1 Million	Director for Finance Service	
Over P1 Million up to P5Million	ASec for Finance	
Over P5Million up to P75Million	USec for Finance	
Over P75 Million	USec for Finance	Secretary
<b>b. BTC</b>		
Not over P1 Million	Teachers' Camp Superintendent	
Over P1 Million up to P5 Million	Teachers' Camp Superintendent	USec for Administration
Over P5 Million up to P75 Million	USec for Finance	USec for Finance
<b>c. Regional Office</b>		
Up to the extent of allotment received	RD, or in his/her absence, the ARD	
<b>d. Schools Division Office</b>		
Up to the extent of allotment received	SDS, or in his/her absence, the ASDS	





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Office/Amount Involved	Expenditure Class/Approval	
	Personnel Services (PS)	Maintenance & Other Operating Expenses (MOOE) and Capital Outlay (CO)
e. IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS	
f. Non-IU School Up to the extent of allotment received		SH 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)**

1. In the LDDAP-ADA for Central Office, Part I shall be Certified Correct by the Chief Accountant, regardless of the amount, and the approval portion of Part I, as well as, Part II shall be signed by the following officials:

Office/Amount Involved	Expenditure Class/Approval	
	Personnel Services (PS)	Maintenance & Other Operating Expenses (MOOE) and Capital Outlay (CO)
<b>Bureau/Service/Executive Office</b>		
Not over P1 Million	Director for Finance Service	
Over P1 Million up to P10 Million	ASec for Finance	
Over P10 Million up to P50 Million	USec for Finance	
Over P50 Million	USec for Finance	Secretary
<b>BTC</b>		
Up to P1 Million	Teachers' Camp Superintendent	
Over P1 Million up to P5 Million	Teachers' Camp Superintendent	USec for Administration
Over P5 Million up to P30 Million	USec for Administration	USec for Finance
Over P30 Million	USec for Finance	



2. The LDDAP-ADA form for Regional Office, Schools Division Office and Schools shall be signed by the following officials:



Office/Amount Involved	Certified Correct	Approving Officials under Parts I and II of LDDAP-ADA
<b>a. Regional Office</b> Up to the extent of the allotment received	Regional Accountant, Accounting Unit, or his/her designated alternate, if any	RD, or the ARD
<b>b. Schools Division Office including Non-IU</b> 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 absence, the ASDS  Part II – Cashier and SDS, or in his/her absence, the ASDS
<b>c. IU School</b> Up to the extent of the allotment received	School's Accountant/ Bookkeeper	SH or the School's OIC designated by the SDS

3. The signing officials/officer for **Checks, Advice of Checks Issued and Cancelled (ACIC)** are as follows:

Amount Involved	Signing Official	Countersigning Official
<b>a. Central Office</b> <u>Bureau/Service/Executive Office</u>  Not over P1 Million	Chief of Cash Division	Director for Finance Service
Over P1 Million up to P5 Million	Director for Finance Service	ASec for Finance
Over P5 Million up to P75 Million	Any other USec	USec for Finance
Over P75 Million	USec for Finance	Secretary, with the initials of USec for Finance





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Amount Involved	Signing Official	Countersigning Official
<b>BTC</b>		
Up to P500,000.00	Head of Cash Unit	Teachers' Camp Superintendent
Over P500,000.00 up to P1 Million	Assistant Teachers' Camp Superintendent	Teachers' Camp Superintendent
Over P1 Million up to P5 Million	Teachers' Camp Superintendent	USec for Administration
Over P5 Million up to P10 Million	USec for Administration	USec for Finance
Over P10 Million up to P50 Million	USec for Administration	USec for Finance
Over P50 Million	USec for Finance	Secretary, with the initials of USec for finance
<b>b. Regional Office</b>		
Up to the extent of the allotment received	Cashier, or in his/her absence, the Chief of Administrative Division (alternate)	RD, or in his/her absence, the ARD
<b>c. Schools Division Office</b>		
Up to the extent of the allotment received	Cashier, or in his/her absence, the Head of Administrative Unit	SDS, or in his/her absence, the ASDS
<b>d. IU School</b>		
Up to the extent of the allotment received	<ul style="list-style-type: none"> <li>• Cashier/ Disbursing Officer</li> <li>• Administrative Officer</li> </ul>	SH or the School's OIC designated by the SDS
<b>e. Non-IU School</b>		
	-	SH or the School's OIC designated by the SDS

4. Signing authorities for transactions related to Government Assistance and Subsidies (GAS) including Educational Service Contracting (ESC), Teacher Salary Subsidy (TSS), Joint Delivery Voucher Program for Senior High School Technical-Vocational-Livelihood (JDVP-TVL), and Senior High School Voucher Program (SHS-VP), are hereby delegated as follows:

Amount Involved	Approving Official
Not Over P1,000,000	Director for Finance Service
Over P1,000,000 up to P10,000,000	Asec for Finance
Over P10,000,000	Usec for Finance





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## VI. MONITORING AND EVALUATION

The **Bureau of Human Resources and Organizational Development**, the **Office of the Undersecretary for Finance**, and the **Finance Service** shall monitor the compliance of this policy and shall review the effectiveness and efficiency of this policy and how it contributes to the timely delivery of DepEd's administrative and financial functions. Specifically, **Personnel Division** will monitor the compliance of this policy on personnel appointments, personnel movements, application for leave, travel authority, resignation, retirement, termination and dropping from the rolls, NOSA, NOSI, and permit to teach or practice a profession. The **Asset Management Division** will monitor the compliance for the signing authorities concerning property issuances.

For the Regional Offices, the **Administrative and Finance Divisions** shall be in charge of monitoring this policy. Meanwhile, the **Administrative and Finance Sections** shall monitor the policy for SDOs and schools.

The abovementioned offices shall provide feedback to the BHRD, Office of the Undersecretary for Finance, and Finance Service to further improve the implementation of this policy.

## VII. EFFECTIVITY

This issuance repeals Sections I, II, III, and V of DepEd Order No. 66, s. 2008, DepEd Order No. 67, s. 2016, DepEd Order No. 65 s. 1985, MECS Order No. 56 s. 1984, and BPS Circular No. 17 s. 1960. All other DepEd Orders and other related issuances, rules and regulations, and provisions which are inconsistent with this policy are hereby repealed, rescinded, or modified accordingly.

This DepEd Order shall take effect fifteen (15) days after its publication in the Official Gazette or a newspaper of general circulation.

## VIII. REFERENCES

- Republic Act 9155 (Governance of Basic Education Act of 2001)
- Republic Act 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)
- Government Accounting Manual (GAM) for National Government Agencies; Commission on Audit (2016)
- CSC Memorandum Circular No. 24, s. 2017 (2017 Omnibus Rules on Appointments and Other Human Resource Actions)
- CSC-DTI-ARTA Joint Memorandum Circular (JMC) No. 2019-001 s. 2019 (The Implementing Rules and Regulations of Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018)
- CSC-COA-DBM Joint Circular No. 1 s. 2017 (Rules and Regulations Governing Contract of Service and Job Order Workers in the Government)
- CSC-COA-DBM Joint Circular No. 1 s. 2018 (Amendment to the CSC-COA-DBM Joint Circular No. 1, s. 2017)



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- DO 50 s. 1999 (Revision on the Delegation of Authority to the Regional Directors and Schools Division Superintendents on Certain Personnel Management Functions)
- DO 29 s. 1999 (Civil Service Commission Revised Omnibus Rules on Appointment and Other Personnel Action)
- DO No. 29 s. 2002 (Merit Selection Plan of the Department of Education)
- DO 56 s. 2003 (Clarifications on Certain Provisions of R.A. 9155 and its Implementing Rules and Regulations on Appointments and Other Personnel Actions)
- DO 66, s. 2008 (Signing Authorities on Certain Administrative and Financial Matters in the Central and Field Offices)
- DO 52, s. 2015 (New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education)
- DO 30, s. 2016 (Policies and Guidelines on Overtime Services and Payment in the Department of Education)
- DO 67, s. 2016 (Revised Signing Authorities for Financial Matters)
- DO 4, s. 2019 (Amendment to DO 67, s. 2016)
- DO 6, s. 2019 (Amendment to DO 67, s. 2016)
- DO 22, s. 2019 (Guidelines on Official Local Travels in the Department of Education)

