



Republic of the Philippines
Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

April 25, 2024

DIVISION MEMORANDUM
 No. 242s. 2024

**REITERATION OF SIGNING AUTHORITIES FOR SOME
 ADMINISTRATIVE MATTERS IN THE SDO**

To: Assistant Schools Division Superintendent
 Chiefs of the Functional Divisions
 CID and SGOD Personnel
 OSDS Unit Heads and Personnel
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned

1. This Office reiterates the signing authorities for administrative matters in the SDO and schools in consonance with DepEd Order No. 001, s. 2023 "Revised Designations of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities":

**A. REASSIGNMENT AND TRANSFER OF DEPED EMPLOYEES TO
 ANOTHER DEPED UNITS/OFFICE**

| Position | Within SDO | | To another SDO/Region | |
|-------------------------------------|-----------------------|----------|-----------------------|---|
| | Recommending Approval | Approval | Recommending Approval | Approval |
| School Head | ASDS | SDS | SDS | RD of Originating Region and RD of Receiving Region |
| Teaching and Non-Teaching Personnel | School Head and ASDS | SDS | SDS | RD of Originating Region and RD of Receiving Region |



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B. PERMISSION TO OUTSIDE STUDY, TEACH OR PRACTICE A PROFESSION

| Office/Position | Recommending Approval | Approval |
|--|---|--|
| SDS/ASDS | RD | Undersecretary for HROD |
| Division Chief | ASDS | SDS |
| Below Division Chief | Division Chief | SDS |
| DepEd Lawyers <i>(limited authority to teach or practice law)</i> | Regional Director in-charge and Assistant Secretary for Legal and Legislative Affairs | Undersecretary for Legal and Legislative Affairs |
| School Head/Head Teacher | ASDS | SDS |
| Teaching and Non-Teaching Personnel | School Head and ASDS | SDS |

C. APPLICATIONS FOR SICK/VACATION/STUDY/MATERNITY/PATERNITY LEAVE

| Office/Position | Up to 60 Calendar Days | | More than 60 Calendar Days to One (1) Year | |
|-------------------------------------|------------------------|----------|--|-------------------------------|
| | Recommending Approval | Approval | Recommending Approval | Approval |
| SDS/ASDS | ARD | RD | ARD | Undersecretary for Operations |
| Division Chief | ASDS | SDS | | |
| Below Division Chief | Division Chief | ASDS | Division Chief and ASDS | SDS |
| School Head/Head Teacher/ TIC | ASDS | SDS | ASDS | SDS |
| Teaching and Non-Teaching Personnel | School Head | ASDS | School Head and ASDS | SDS |

Specifically, for the SDO:

| Specific Office | Recommending Approval | Approval |
|---|-----------------------|----------|
| OSDS | | |
| Accountant III | ASDS | SDS |
| ADMINISTRATIVE OFFICER V (Administrative & Budget) | ASDS | SDS |



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| | | |
|---|--------------------------|------|
| ADMINISTRATIVE OFFICER IV (Cashier, HR, Records, Supply) | AO V (Administrative) | ASDS |
| ADMINISTRATIVE AIDE I | AO V (Administrative) | ASDS |
| ADMINISTRATIVE AIDE IV (Driver) | AO V (Administrative) | ASDS |
| ADMINISTRATIVE AIDE VI | AO V (Administrative) | ASDS |
| ADMINISTRATIVE ASSISTANT I | AO V (Administrative) | ASDS |
| ADMINISTRATIVE ASSISTANT II | AO V (Administrative) | ASDS |
| ADMINISTRATIVE ASSISTANT III/SENIOR BOOKKEEPER | AO V (Administrative) | ASDS |
| ATTORNEY III | ASDS | SDS |
| INFORMATION TECHNOLOGY OFFICER | ASDS | SDS |
| SGOD | | |
| CHIEF ES | ASDS | SDS |
| EDUCATION PROGRAM SUPERVISOR | SGOD Chief | ASDS |
| EDUCATION PROGRAM SPECIALIST II | SGOD CHIEF | ASDS |
| ENGINEER III | SGOD CHIEF | ASDS |
| PDO I/II | SGOD CHIEF | ASDS |
| PLANNING OFFICER III | SGOD CHIEF | ASDS |
| MEDICAL OFFICER III | SGOD CHIEF | ASDS |
| DENTIST II | SGOD CHIEF | ASDS |
| NURSE II | SGOD CHIEF | ASDS |
| SR. EDUCATION PROGRAM SPECIALIST | SGOD CHIEF | ASDS |
| ADMINISTRATIVE AIDE VI | SGOD CHIEF | ASDS |
| CID | | |
| CHIEF ES | ASDS | SDS |
| EDUCATION PROGRAM SUPERVISOR | CID CHIEF | ASDS |
| PUBLIC SCHOOLS DISTRICT SUPERVISOR | CID CHIEF | ASDS |
| LIBRARIAN II | CID CHIEF | ASDS |
| PDO II (LRMD) | CID CHIEF | ASDS |
| EDUCATION PROGRAM SPECIALIST II (ALS) | CID CHIEF | ASDS |
| ALS MOBILE TEACHERS | CID CHIEF | ASDS |
| ADMINISTRATIVE AIDE VI | CID CHIEF | ASDS |



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| | | |
|----------------------------------|-------------|------|
| SCHOOLS | | |
| SCHOOL HEAD/HEAD TEACHER/TIC | ASDS | SDS |
| TEACHER & NON-TEACHING PERSONNEL | SCHOOL HEAD | ASDS |

D. GRANT OF SERVICE CREDITS OF TEACHERS

The special order for the grant of service credits for teachers shall be signed by the SDS upon recommendation of the School Head. Please refer to **DepEd Order No. 53, s. 2003** entitled *Updated Guidelines on Grants of Vacation Service Credits to Teachers*, with **DepEd Order No. 84, s. 2003** entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, and **DepEd Memorandum No. 77, s. 2022** or the *Computation of Public-School Teachers' Proportional Vacation Pay for SY 2021-2022*.

E. RETIREMENT

| Particulars | Certifying Authority |
|--|--------------------------|
| On cash advances, accounts receivable, and travelling expenses paid in advance | Head of Accounting Unit |
| On cash accountability | Head of Accounting Unit |
| On Provident Fund Loan | Head of Accounting Unit |
| On property accountability | Head of Admin |
| On attendance records and salary overpayment | Head of Admin |
| On pending administrative case | Legal Officer |
| On records borrowed | Records Officer |
| On books/ materials borrowed | Librarian or counterpart |

F. RESIGNATION

| Office/Position | Recommending Approval | Approval |
|-------------------------------------|-----------------------|----------|
| Division Chief | ASDS | SDS |
| Below Division Chief | Division Chief | SDS |
| School Head/ Head teacher | ASDS | SDS |
| Teaching and Non-Teaching personnel | School Head and ASDS | SDS |



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G. TERMINATION OF APPOINTMENT AND DROPPING FROM THE ROLLS

| Office/Position | Recommending Approval | Approval |
|-------------------------------------|-------------------------|----------|
| Division Chief | ASDS | SDS |
| Below Division Chief | Division Chief and ASDS | SDS |
| School Head/ Head Teacher | ASDS | SDS |
| Teaching and Non-Teaching Personnel | School Head and ASDS | SDS |

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

| Office/Position | Recommending Approval | Approval |
|--|-------------------------|----------|
| Division Chief and below | Chief of Admin and ASDS | SDS |
| School Head/ Head Teacher/ Teaching and Non-Teaching Personnel | Chief of Admin and ASDS | SDS |

I. EQUIVALENT RECORD FORM

| Endorsement (School) | Recommending Approval (SDO) | Approval (RO) |
|----------------------|-----------------------------|-------------------|
| School Head | Head of Admin. SDS | Regional Director |

J. AUTHORITY TO RENDER OVERTIME SERVICES

| Governance Level | Recommending Approval | Approval |
|--------------------------|-----------------------|----------|
| Division Chief and below | ASDS | SDS |

2. Strict compliance to this memorandum to take effect immediately, is desired.

Socorro V. Dela Rosa Cesó V
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 Schools Division Superintendent