



Republic of the Philippines
Department of Education
 REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

August 16, 2022

No. 318 s. 2022

DELEGATED FUNCTIONS AND SIGNING AUTHORITY TO OFFICIALS

TO : Assistant Schools Division Superintendent
 Chief Education Program Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 ALL Teachers
 SDO Proper Personnel

1. In the exigency of the service and in order to ensure efficient and fast action on transactions in this division, this office delegates the following functions and authority to the officials, to wit:

Documents/Transactions	Prepared by	Recommending Approval	Approving Authority
1. Project Proposals (without or with budgetary requirement of up to P50,000.00) Note: More than P50,000.00 to be signed by the SDS	Proponent (if teacher is the proponent) If school head is the proponent	Schools Head (if school-based) Public Schools District Supervisor (if district-based) PSDS	Assistant Schools Division Superintendent
2. Accomplishment Report of PPAs conducted	Proponent	Endorsed by: School Head PSDS	NOTED: (Only Assistant Schools Division Superintendent School Head: initial under the ASDS (if teacher and staff are the proponents; if school head is the proponent, no need to put initial)
3. Special Hardship Allowance (SHA) Form 3 (2020 Revised)	Teacher School Head	For Teachers: School Head For School Head: PSDS	Chief of Curriculum Implementation Division



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 DepEd Tayo-Region V - Catanduanes



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4. Office/School/CLC Workweek Plan			
5. Individual Daily Log/Accomplishment Report			
6. Classroom Teacher/School Head Assigned in Pure Multigrade School			
7. Program of Works for small repairs	Physical facilities coordinator	School Head	Division Engineer III

2. Project proposals of the SDO Proper offices, sections and units shall follow the usual flow and signing authority.

3. In accordance with Republic Act 11032 or the Ease of Doing Business and Efficient Delivery of Government Service Delivery Act, signatories shall be up to three layers only. However, proposals with several proponents should be signed by all the proponents.

4. Only two copies of the proposals must be submitted for signing. Submissions in excess of two copies shall be returned without signature.

5. The Individual Performance Commitment Review Form (IPCRF) shall follow DepEd Memorandum No. 004, s. 2021 with the following signatories:

Regular Teachers (School has no MT/HT)
 Ratee: Teacher
 Rater/Observer: Principal/School Head
 Approving Authority: Assistant School Division Superintendent (Delegated Function)

Teacher (School has MT/HT)
 Ratee: Teachers
 Rater/Observer: Master Teacher/Head Teacher/Assistant Principal
 Approving: Principal

Master Teacher/Head Teacher/Assistant Principal
 Ratee: MT/HT/ASP
 Rater/Observer: Principal/School Head
 Approving: Schools Division Superintendent

Other Teachers, such as those in the ALS, shall follow the Ratee-Rater-Approving Authority matrix in the same DepEd Memorandum.

For School-Based Non-Teaching Personnel:
 Ratee: Non-Teaching Personnel
 Rater: Principal/School Head



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Approving Authority: Administrative Officer V (Eva S. Tolentino)

For SDO Proper, including PSDS

Ratee: Chief Education Program Supervisor, Administrative Officer V (Admin)

Rater: Assistant Schools Division Superintendent

Approving: Schools Division Superintendent

Ratee: Education Program Supervisors and Public Schools District Supervisors

Rater: Chief ES (CID)

Approving: Assistant Schools Division Superintendent

Ratee: Section Head

Rater: Administrative Officer V

Approving: Assistant Schools Division Superintendent

Ratee: Non-Teaching Personnel under each Section/Unit

Rater: Office/Section Chief

Approving: Assistant Schools Division Superintendent

Ratee: Legal Officer and Information Technology Officer

Rater: Assistant Schools Division Superintendent

Approving: Schools Division Superintendent

6. For the information, guidance, and compliance of all concerned.

SUSAN S. COLLANO, CESO V
Schools Division Superintendent

SSC-OM-001-8-16-2022- DELEGATED FUNCTIONS AND SIGNING AUTHORITY TO OFFICIALS



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