



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM NO. 071S. 2020

To: Assistant Schools Division Superintendent
 Administrative Officer V
 Budget Officer III
 Accountant III
 School Heads/Principal/Assistant Principals (Public)
 Cluster Administrative Assistant III/II/Senior Bookkeepers/SHS Bookkeepers
 All Others Concerned

From: *Maria Celia Junio-Fernandez*
MARIA CELIA JUNIO-FERNANDEZ, Ed.D., MDM-SEC
 Schools Division Superintendent

Date: **March 16, 2020**

Subject: **DELEGATION OF SIGNING AUTHORITIES FOR SCHOOLS**

RELEASE
 SDO-DAGUPAN
 BY: *[Signature]*
 DATE 3-16-2020
 TRACKING NO. 1316

DEPED
RECEIVED
 DATE: 3/16/2020
 TIME: 11:40 AM
 EYNANTE B. INFANTE
 IT OFFICER I

DepEd Order No. 66, s. 2006, DepEd Order No. 67, s. 2016 and DepEd Order No. 006, s. 2019 provide signing authorities for certain financial and administrative matters. In the interest of swift service and in keeping up with current issuances and policies, the signing authorities for matters stated below are hereby delegated.

1. Purchase Request/Authority to Procure Goods and Services

Amount Involved	Requesting Officer	Recommending Approval	Approving Officer
Up to the extent of allotment released of school	Supply Officer/ Designated Property Custodian	School BAC Chairman	School Head

2. Purchase Order

Amount Involved	Certification of Allotment and Availability of Funds	Approving Officer
Up to the extent of allotment released of school	Administrative Assistant III / II	School Head



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone No: (075) 615-2645 | 615-2649
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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 ID 9108650037





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3. Disbursement Vouchers (For Non – Implementing Units)

Box A of the DV Form	Box C of the DV Form	Box D of the DV Form
School Head	Administrative Assistant III / II	School Head

4. Signing of Checks (For Non – Implementing Units maintaining Current Account)

Amount Involved	Signing Official
Up to the extent of allotment released of school/NCA	School Head



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