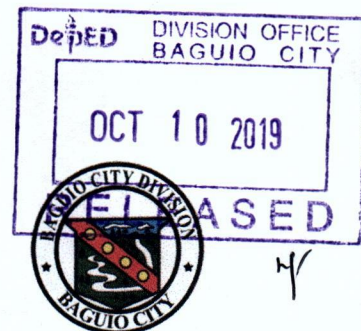




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
No. 82 Military Cut-Off, Baguio City



October 9, 2019

Division Memorandum
No. 518, s., 2019

DELEGATION OF SIGNING AUTHORITIES FOR SCHOOLS

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	Approving Officer
Up to the extent of allotment released	Designated Supply Officer	School Head

2. Purchase Orders

Amount Involved	Certification of Availability of Funds	Approving Officer
Up to the extent of allotment released	Cluster Bookkeeper (Administrative Assistant III/II)	School Head

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	Cluster Bookkeeper (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	School Head

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent