



Republic of the Philippines  
**Department of Education**  
 REGION XI

**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
 Superintendent

October 31, 2024

**DIVISION MEMORANDUM**

No. 1043, s. 2024

**REVISED SIGNING AUTHORITIES ON CERTAIN ADMINISTRATIVE AND FINANCIAL MATTERS IN THE DIVISION OF DAVAO DE ORO**

To : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/  
 District Coordinating Principals  
 Public Elementary and Secondary School Heads  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

- 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 (IRR)*”, this Division Office issues the **Revised Signing Authorities on Certain Administrative and Financial Matters**, effective immediately.

**a. Application for Leave of Absence**

**a.1 Application for Leave of Absence Not Exceeding Thirty (30) Days**

| <b>Officials and Employees Applying for Leave of Absence</b>                           | <b>Signatories</b>                          |   |   |
|--|---|---|---|
|  | <b>Certification of Leave Credits (7.A)</b> | <b>Recommendation (7.B)</b>               | <b>Approval (7.C)</b>   |
| School-based Teaching and Non-Teaching Personnel except Administrative Officer (II/IV) | School Administrative Officer (II/IV)       | School Head                               | Public Schools District Supervisor/ District Coordinating Principal |
| School Administrative Officer (II/IV)  | Administrative Officer IV (Division HRMO)   | School Head                               | Administrative Officer V (SDO)                                      |
| School Head  | Administrative Officer V (Admin)            | Assistant Schools Division Superintendent | Schools Division Superintendent                                     |



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| <b>Officials and Employees Applying for Leave of Absence</b>  | <b>Signatories</b>                          |  |   |
|---|---|--|---|
|   | <b>Certification of Leave Credits (7.A)</b> | <b>Officials and Employees Applying for Leave of Absence</b> | <b>Certification of Leave Credits (7.A)</b> |
| Division Office Personnel (Rank and File)   | Administrative Officer IV (HRMO)            | Immediate Section or Unit Head                               | Administrative Officer V (Admin)            |
| Division Section and Unit Head  | Administrative Officer V                    | Division Chief   | Asst. Schools Division Superintendent       |
| Admin Officer V (Admin)   | Administrative Officer IV (HRMO)            | Asst. Schools Division Superintendent                        | Schools Division Superintendent             |
| Education Program Supervisor, Public Schools District Supervisor, and District Coordinating Principal | Administrative Officer V (Admin)            | Asst. Schools Division Superintendent                        | Schools Division Superintendent             |
| Chief Education Supervisor  | Administrative Officer V (Admin)            | Asst. Schools Division Superintendent                        | Schools Division Superintendent             |

**a.2 Application for Leave of Absence Exceeding Thirty (30) Days**

| <b>Officials and Employees Applying for Leave of Absence</b>                           | <b>Signatories</b>                          |   |   |
|--|---|---|---|
|  | <b>Certification of Leave Credits (7.A)</b> | <b>Recommendation (7.B)</b>               | <b>Approval (7.C)</b>   |
| School-based Teaching and Non-Teaching Personnel except Administrative Officer (II/IV) | School Administrative Officer (II/IV)       | School Head                               | Public Schools District Supervisor/ District Coordinating Principal |
| School Administrative Officer (II/IV)  | Administrative Officer IV (Division HRMO)   | School Head                               | Administrative Officer V (SDO)                                      |
| School Head  | Administrative Officer V (Admin)            | Assistant Schools Division Superintendent | Schools Division Superintendent                                     |



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| <b>Officials and Employees Applying for Leave of Absence</b>  | <b>Signatories</b>                          |  |   |
|---|---|--|---|
|   | <b>Certification of Leave Credits (7.A)</b> | <b>Officials and Employees Applying for Leave of Absence</b> | <b>Certification of Leave Credits (7.A)</b> |
| Division Office Personnel (Rank and File)   | Administrative Officer V (Admin)            | Division Chief or Administrative Officer V (Admin)           | Asst. Schools Division Superintendent       |
| Division Section and Unit Head  | Administrative Officer V (Admin)            | Asst. Schools Division Superintendent                        | Schools Division Superintendent             |
| Admin Officer V (Admin)   | Administrative Officer IV (HRMO)            | Asst. Schools Division Superintendent                        | Schools Division Superintendent             |
| Education Program Supervisor, Public Schools District Supervisor, and District Coordinating Principal | Administrative Officer V (Admin)            | Asst. Schools Division Superintendent                        | Schools Division Superintendent             |
| Chief Education Supervisor  | Administrative Officer V (Admin)            | Asst. Schools Division Superintendent                        | Schools Division Superintendent             |

(Section and Unit Heads: *Administrative Officer V (Administrative Services and Budget), Accountant III, Information Technology Officer I, Engineer III, Planning Officer III, Medical Officer III, and Legal Officer III*)

**a.3. Application for Leave (Travel Abroad)**

| <b>Officials and Employees Applying for Leave of Absence</b>  | <b>Signatories</b>                          |                                 |                       |
|---|---|---------------------------------|-----------------------|
|   | <b>Certification of Leave Credits (7.A)</b> | <b>Recommendation (7.B)</b>     | <b>Approval (7.C)</b> |
| Officials and Employees below Schools Division Superintendent | Administrative Officer V (Admin)            | Schools Division Superintendent | Regional Director     |
| Schools Division Superintendent                               | Administrative Officer V (Admin)            | N/A                             | Regional Director     |



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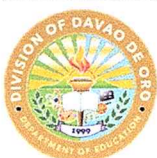
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Office of the Schools Division  
 Superintendent

**b. Authorized Official Travel (Authority to Travel, Itinerary of Travel, Certification of Travel Completed, and Certification of Expenses Not Requiring Receipts)**

As a general rule, no travel, whether on official time or business, shall be undertaken without an approved Authority to Travel. However, for travels covered by memorandum specifying the name/s of the required participants and with the statement “**This Memorandum serves as your approved Authority to Travel**” indicated, approval of Authority to Travel may not be secured. The memorandum itself serves as approved Authority to Travel. Authority to Travel and Locator Slip shall have the following signatories, to wit:

| <b>Officials and Employees</b>  | <b>Signatories</b>   |  |   |
|---|--|--|---|
|   | <b>Authority to Travel</b>   |  | <b>Itinerary of Travel, Certification of Travel Completed, and Certification of Expenses Not Requiring Receipts</b> |
|   | <i>Recom-mending Approval:</i>   | <i>Approved:</i>   |   |
| All School-based teaching and non-teaching personnel (except School Heads) travelling within 50-km radius | N/A  | School Head  | School Head   |
| School Heads travelling within 50-km radius including within Tagum City                                   | N/A  | Public Schools District Supervisor/<br>District Coordinating Principal | Public Schools District Supervisor/<br>District Coordinating Principal  |
| All School-based teaching and non-teaching personnel (except School Heads) travelling beyond 50-km radius | School Head  | Assistant Schools Division Superintendent                              | Asst. Schools Division Superintendent   |
| School Heads travelling beyond 50-km radius   | Public Schools District Supervisor/<br>District Coordinating Principal | Schools Division Superintendent  | Schools Division Superintendent   |



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| <b>Officials and Employees</b>                             | <b>Signatories</b>                        |                                 |   |
|--|---|---------------------------------|---|
|  | <b>Authority to Travel</b>                |                                 | <b>Itinerary of Travel, Certification of Travel Completed, and Certification of Expenses Not Requiring Receipts</b> |
|  | <i>Recom-mending Approval:</i>            | <i>Approved:</i>                |   |
| Division Office Personnel (within and beyond 50-km radius) | Assistant Schools Division Superintendent | Schools Division Superintendent | Schools Division Superintendent   |

**c. Daily Time Record (CS Form 48)**

| <b>Officials and Employees</b>                                       | <b>Signatories</b>   |  |
|--|--|--|
|  | <b>School-Based Personnel</b>                                      | <b>Division Office Personnel</b>   |
| Non-Teaching Personnel (Rank and File) including Contract of Service | School Head (For NTP assigned to cluster of schools- PSDS/DCP)     | Division Chiefs and Administrative Officer V for OSDS except Heads of Sections |
| Teaching Personnel   | School Head  |  |
| School Head  | Public Schools District Supervisor/District Coordinating Principal |  |
| Public Schools District Supervisor/District Coordinating Principal   |  | Division Chief-CID   |
| Section and Unit Heads and Chiefs of Divisions                       |  | Schools Division Superintendent  |

**d. Individual Performance Commitment and Review Form (IPCRF) and Office Performance Commitment and Review Form (OPCRF) of Non-Teaching Personnel**

| <b>Officials and Employees</b>  | <b>Signatories</b> |                              |                            |
|---|--------------------|------------------------------|----------------------------|
|   | <b>Ratee</b>       | <b>Rater</b>                 | <b>Approving Authority</b> |
| Administrative Aide I, III including UTW, Watchman, and Security Guard (School) | Employee           | Administrative Officer II/IV | School Head                |



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| <b>Officials and Employees</b>  | <b>Signatories</b> |   |                                  |
|---|--------------------|---|----------------------------------|
|   | <b>Ratee</b>       | <b>Rater</b>  | <b>Approving Authority</b>       |
| Admin Assistant II (School Disbursing Officer and Loan Verifier)                        | Employee           | School Head   | Administrative Officer IV (Cash) |
| Admin Assistant II and III (School Bookkeeper and Other Financial Management Personnel) | Employee           | School Head   | Accountant III                   |
| Admin Aide IV & VI, Admin Asst. I, Admin Asst. II, Admin Asst. III (SDO)                | Employee           | Head of the Unit/Office where the employee is assigned                  | Administrative Officer V (Admin) |
| Job Order (School)  | Employee           | Administrative Officer II   | School Head                      |
| Contract of Service (School)  | Employee           | School Head   | Administrative Officer IV (HRMO) |
| Job Order (SDO)   | Employee           | Administrative Officer IV (HRMO)  | Administrative Officer V (Admin) |
| Administrative Officer I (School)   | Employee           | Administrative Officer IV (School)                                      | School Head                      |
| Registrar I (School)  | Employee           | School Head   | Administrative Officer V (Admin) |
| Administrative Officer II, IV (School)  | Employee           | School Head (For AO II assigned to cluster of schools-all School Heads) | Administrative Officer V (Admin) |
| Administrative Officer II (SDO)   | Employee           | Immediate Supervisor  | Administrative Officer V (Admin) |
| Administrative Officer II (SDS/ASDS)  | Employee           | Administrative Officer IV (HRMO)  | Administrative Officer V (Admin) |
| Guidance Counselors/ Coordinators (School)  | Employee           | School Head   | Division Chief-CID               |



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**Office of the Schools Division  
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| <b>Officials and Employees</b>   | <b>Signatories</b> |                                       |                                       |
|--|--------------------|---------------------------------------|---------------------------------------|
|  | <b>Ratee</b>       | <b>Rater</b>                          | <b>Approving Authority</b>            |
| School Librarian III   | Employee           | School Head                           | Division Chief-CID                    |
| Librarian II (Division)  | Employee           | EPS-LRMDS                             | Division Chief-CID                    |
| Dentist II and Nurse II  | Employee           | Medical Officer III                   | Division Chief-SGOD                   |
| Project Development Officer I (School)   | Employee           | School Head                           | Division Chief-SGOD                   |
| Administrative Officer IV (SDO)  | Employee           | Administrative Officer V (Admin)      | Asst. Schools Division Superintendent |
| Education Program Specialist II and Project Development Officer II (CID/SGOD)                        | Employee           | Division Chief-CID/SGOD               | Asst. Schools Division Superintendent |
| Senior Education Program Supervisor  | Employee           | Division Chief                        | Asst. Schools Division Superintendent |
| Education Program Supervisor, Public Schools District Supervisor and District Coordinating Principal | Employee           | Asst. Schools Division Superintendent | Schools Division Superintendent       |
| Division Chiefs, OSDS Sections and Units Heads   | Employee           | Asst. Schools Division Superintendent | Schools Division Superintendent       |

(Section and Unit Heads: *Administrative Officer V (Administrative Services and Budget), Accountant III, Information Technology Officer I, Engineer III, Planning Officer III, Medical Officer III, and Legal Officer III*)

This is to reiterate that for uniformity and to avoid confusion due to unexpected change in School Year Calendar and Activities, this Division Office adopts the RPMS cycle of **January to December** of every year of all its non-teaching personnel including those who are assigned in schools instead of April of the current year to March of the following year as provided for in DepEd Order No. 2, s. 2015.



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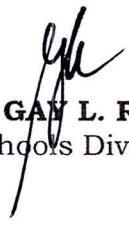
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**Office of the Schools Division  
Superintendent**

Teachers (including Teachers-In-Charge), Head Teachers (including those supervising specific subject area in the secondary level), and School Principals shall adopt the OPCR/IPC cycle based on the School Calendar and Activities of the applicable School Year.

2. All Division Memoranda, and other local related issuances, rules, regulations, and provisions, which are inconsistent with this Memorandum are repealed, rescinded, or modified accordingly.
3. Immediate dissemination and strict compliance with this Memorandum is directed.

  
**PHOEBE GAY L. REFAMONTE, CESO VI**  
OIC-Schools Division Superintendent



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