



DepEd – DIVISION OF QUEZON

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Registration Number:
QAC/R63/0216

January 2, 2020

DIVISION MEMORANDUM

DM No. 006, s. 2020

AMENDMENTS TO DEPED ORDER NOS. 67 S. 2016 AND 006, S. 2019

(Revised Signing Authorities for Financial Matters)

To: **Public Schools District Supervisors, Public Elementary and Secondary School Heads, and All Others Concerned**

1. For the information and guidance of all concerned, attached is a copy of DepEd Memorandum No. 038, s. 2019 with regards to the Amendments to DepEd Order No. 37 s. 2016 and 006, s. 2019 (Revised Signing Authorities for Financial Matters).
2. Immediate dissemination of this Memorandum is desired.

CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: **JAN 07 2020**

By: CRISTINA 9:56 AM

Ref. no. 006

sdo-admin/mdda/01/02/2020
DEPEDQUEZON-TM-SDS-04-009-002

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Republic of the Philippines
Department of Education

20 DEC 2019

DepEd ORDER
 No. 038, s. 2019

AMENDMENTS TO DEPED ORDER NOS. 67, S. 2016 AND 006, S. 2019
 (Revised Signing Authorities for Financial Matters)

To: Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents
 Division Chiefs
 All Others Concerned

Quezon
 SDS OFFICE
RECEIVED
 Date/Time: _____
 By: *[Signature]* DEC 23 2019

JAN 02 2020

1. This DepEd Order (DO) further amends certain provisions in DO 67, s. 2016 and DO 006, s. 2019 titled **Revised Signing Authorities for Financial Matters and its Amendments**.
2. Issuance of this Order aims to provide sound financial accountability and control of public funds entrusted to the Department in accordance with appropriate policies, laws and regulations.
3. In view of this and in order to streamline the processes and procedures covering financial transactions, this Order revises the financial signing authority policy by raising the threshold or limit of officials in the Department.
4. The approval of all DepEd expenditures, contracts, agreements and payments shall be in accordance with existing procurement, budgeting, accounting, auditing rules and regulations.
5. Relative to these assignments, the Secretary, who has primary authority over DepEd financial transactions, amends the delegated signing authorities to certain DepEd Finance Service officers, as follows:

a. Sec. 4 (4.1) **Authority to Conduct Activities**

Central Office

Amount Involved	Requesting Official	Approving Official		
		Policy	Finance	Transfer/ Downloading of Fund
Not over P1,000,000	Head of Office/Division Chief or higher official concerned	Director or higher official concerned	Director for Finance Service	Undersecretary (Usec) for Finance

[Signature]
 2019
 DEPED - QUEZON
 ICT UNIT
DOWNLOADED
 DEC 23 2019
 Date/Time: _____
 By: *[Signature]*

Amount Involved	Requesting Official	Approving Official		
		Policy	Finance	Transfer/Downloading of Fund
Over P1,000,000 up to P5,000,000	Director or higher official concerned Teachers Camp Superintendents Baguio Teachers Camp (BTC)	Director or higher official concerned	Assistant Secretary (ASec) for Finance	Use for Finance
Over P5,000,000 up to P75,000,000	Director or higher official concerned	Usec or ASec concerned	Usec for Finance	Usec for Finance
	Teachers' Camp Superintendent for BTC			
Over P75,000,000	Usec or ASec concerned	Secretary, with the initial of Usec for Finance		

b. Sec. 4 (4.2.2) on the **Purchase Request or the Authority to Procure Goods and Services, Infrastructure Projects and Consultancy Services**

Central Office

Amount Involved	Requesting Official	Approving Official (Policy)	Approving Official (Finance)
a. Infrastructure Projects			
Not over P75,000,000	Head of Office/ Division Chief or Director of Administrative Service	Usec for Administration	Usec for Finance
Over P75,000,000	Usec for Administration	Secretary with the initial of the Usec for Finance	
b. Goods and Services and Consultancy Services			
Not over P1,000,000	Head of Office/ Division Chief or higher official concerned	Director or higher official concerned	Director for Finance Service
Over P1,000,000 up to P5,000,000	Director or higher official concerned Teachers' Camp Superintendent for BTC	Director or higher official concerned	ASec for Finance
Over P5,000,000 up to P75,000,000	Director or higher official concerned	Usec or ASec concerned	Usec for Finance
Over P75,000,000	Usec concerned	Secretary with the initial of the Usec for Finance	

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c. Sec. 4.4 (4.4.1) on the **Authority to Pay, Authority to Reimburse, and Authority to Draw Cash Advance**

Amount Involved	Requesting Official	Approving Official (Policy)	Approving Official (Finance)
Central Office			
Not Over P1,000,000	Head of Office / Division Chief or higher official concerned	Director or higher official concerned	Director for Finance Service
Over P1,000,000 up to P5,000,000	Director or higher official concerned	Usec or ASec concerned	ASec for Finance
Over P5,000,000 up to P75,000,000	Usec or ASec concerned		Usec for Finance
Over P75,000,000	Usec or ASec concerned	Usec for Finance	Secretary

d. Sec. 4.10 (4.10.4) on the **Disbursement Voucher and Other Payrolls**

Central Office

Office/Amount Involved	Expenditure Class/Approval	
	Personnel Services (PS)	Maintenance & Other Operating Expenses (MOOE) and Capital Outlay (CO)
a. Bureau/Service/Executive Office		
Not over P1,000,000	Director for Finance Service	
Over P1,000,000 up to P5,000,000	ASec for Finance	
Over P5,000,000 up to P75,000,000	Usec for Finance	
Over P75,000,000	Usec for Finance	Secretary
b. BTC		
Not over P1,000,000	Teachers Camp Superintendent	
Over P1,000,000 up to P5,000,000	Teachers Camp Superintendent	Usec for Administration
Over P5,000,000 up to P75,000,000	Usec for Finance	

- e. Sec. 4.11 (4.11.5) on the **Checks and List of Due and Demandable Accounts Payable - Authority to Debit Account (LDDAP-ADA)**

Central Office

Office/Amount Involved	Certified Correct in Accordance with the Existing Budgeting, Accounting, and Auditing Rules and Regulations	Assumption of Full Responsibility for the Accuracy of the Listed Claims and Authenticity of the Supporting Documents
a. Bureau/Service/Executive Office		
Not over P1,000,000	Chief Accountant	Director for Finance Service
Over P1,000,000 up to P5,000,000		ASec for Finance
Over P5,000,000 up to P75,000,000		Usec for Finance
Over P75,000,000		Secretary (with the initials of Usec for Finance)
b. BTC		
Not over P1,000,000	BTC Accountant	Teachers Camp Superintendent
Over P1,000,000 up to P5,000,000		ASec for Finance
Over P5,000,000 up to P75,000,000		Usec for Finance
Over P75,000,000		Secretary (with the initial of Usec for Finance)

- f. Sec. 4.11 (4.11.6) The signing officer for **Checks, Advice of Checks Issued and Cancelled (ACIC)** and **Part II of the LDDAP-ADA form** are as follows:

Central Office

Amount Involved	Signing Official	Countersigning Official
Bureau/Service/Executive Office		
Not over P1,000,000	Chief of Cash Division	Director for Finance Service
Over P1,000,000 up to P5,000,000	Director for Finance Service	ASec for Finance
Over P5,000,000 up to P75,000,000	Any other Usec	Usec for Finance
Over P75,000,000	Usec for Finance	Secretary (with the initial of Usec for Finance)

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- g. As an exception to the provisions of the herein **Sections d, e and f**, signing authorities for transactions related to **Government Assistance and Subsidies (GAS)** including **Educational Service Contracting (ESC)**, **Teacher Salary Subsidy (TSS)**, **Joint Delivery Voucher Program for Senior High School Technical-Vocational-Livelihood (JDVP-TVL)**, and **Senior High School Voucher Program (SHS-VP)**, are hereby delegated as follows:

Amount Involved	Approving Official
Not over P1,000,000	Director for Finance Service
Over P1,000,000 up to P10,000,000	ASec for Finance
Over P10,000,000	Usec for Finance

6. All other provisions stated in DO Nos. 67, s. 2016 and 006, s. 2019 shall remain enforced unless repealed and amended by other DepEd issuance.
7. This Order shall take effect immediately upon its approval.
8. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
 Secretary

References:

DepEd Order Nos.: (67, s. 2016 and 006, s. 2019)

To be indicated in the Perpetual Index
under the following subjects:

ALLOTMENT
AMENDMENT
AUTHORITY
CONTRACTS
FUNDS
OFFICIALS
POLICY
PROCUREMENT
PROJECTS
PURCHASE
SERVICES