



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

August 17, 2020

DIVISION MEMORANDUM DM No. 230, s. 2020

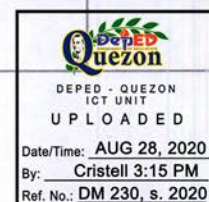
SIGNING AUTHORITIES FOR FINANCIAL MATTERS IN SDO QUEZON

To: **Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Unit Heads, Accounting Staff, Public Schools District Supervisors, Public Elementary and Secondary School Heads, All Others Concerned**

- Pursuant to DepEd Order No. 67, s. 2016 entitled Revised Signing Authorities for Financial Matters released on October 18, 2016, this office has identified signing authorities for the financial transactions in SDO Quezon which includes approved expenditures, contracts, agreements, and payments in accordance with existing budgeting, accounting and auditing rules and regulations.
- The Schools Division Superintendent (SDS), who has the primary authority over SDO Quezon financial transactions, hereby delegates signing authority to the following division officials, as follows:

2.1. Authority to Conduct Activities

Office/Amount Involved	Requesting Official	Recommending Approval	Approving Official
a. Schools Division Office Up to the extent of allotment released	Head of Office • Lorena S. Walangsumbat CID • Elizabeth M. De Villa SGOD • Maria Dolores D. Atienza Administrative Section • Catherine A. Pureza Finance Section (Budget) • Susan P. Fontarum Finance Section (Accounting)	Assistant Schools Division Superintendent (ASDS)	Schools Division Superintendent (SDS)
b. Schools without financial staff (Non-implementing unit) Up to the extent of allotment released	School Head (SH)	ASDS	SDS



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Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





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c. School with financial staff (implementing unit) Up to the extent of allotment released	Administrative Officer (AO), or in absence, the designated Officer by the SH	-	SH or the designated OIC
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2.2. Purchase Request/ Authority to Procure Goods and Services, Infrastructure Projects and Consultancy Services

Office/Amount Involved	Requesting Officer	Recommending Approval	Approving Officer
a. Schools Division Office Up to the extent of allotment released	Head of Office • George D. Aguila Supply Section	Assistant Schools Division Superintendent (ASDS)	Schools Division Superintendent (SDS)
b. Schools without financial staff (Non-implementing unit) Up to the extent of allotment released	School Head (SH)	ASDS	SDS
c. School with financial staff (implementing unit) Up to the extent of allotment released	Administrative Officer (AO), or in absence, the designated Officer by the SH	-	SH or the designated OIC

2.3. Contracts and Purchase Orders

Office	Certification	
	Availability of Allotment	Availability of Funds
a. Schools Division Office including schools without financial staff (non-implementing units)	Catherine A. Pureza Budget Officer	Susan P. Fontarum Head of Accounting Section
b. School with financial staff (implementing unit)	Disbursing Officer/Cashier Budget Officer Designate	Accountant/Bookkeeper

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2.4. Authority to Pay, Authority to Reimburse, and Authority to Draw Cash Advance

Office/Amount Involved	Requesting Official	Recommending Approval	Approving Official
a. Schools Division Office Up to the extent of allotment released	Head of Office <ul style="list-style-type: none"> • Lorena S. Walangsumbat CID • Elizabeth M. De Villa SGOD • Maria Dolores D. Atienza Administrative Section • Catherine A. Pureza Finance Section (Budget) • Susan P. Fontarum Finance Section (Accounting) 	Assistant Schools Division Superintendent (ASDS)	Schools Division Superintendent (SDS)
b. Schools without financial staff (Non-implementing unit) Up to the extent of allotment released	School Head (SH)	ASDS	SDS
c. School with financial staff (implementing unit) Up to the extent of allotment released	Administrative Officer (AO), or in absence, the designated Officer by the SH	-	SH or the designated OIC

2.5. Obligation Request and Status

Office	Requesting Officers	Certification as to Allotment Availability and Obligation
a. Schools Division Office including school without financial staff (non-implementing unit)	Head of Office <ul style="list-style-type: none"> • Lorena S. Walangsumbat CID • Elizabeth M. De Villa SGOD • Maria Dolores D. Atienza Administrative Section • Catherine A. Pureza/ Susan P. Fontarum Finance 	Catherine Pureza Budget Section

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	<ul style="list-style-type: none">• Payment of Salaries (Non-IU's)- Assistant Schools Division Superintendent (ASDS)	
b. Schools with financial staff (implementing units)	School Head	Accountant/Bookkeeper

2. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

asdshdp08/17/2020

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