



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 March 2025

OFFICE MEMORANDUM

OM No. 092, s. 2025

DESIGNATION OF PRIMARY AND ALTERNATE SIGNATORIES FOR BOX A OF THE OBLIGATION, REQUESTS & STATUS (ORS) FORM

To: Assistant Schools Division SuperintendentS
Division Chiefs – CID & SGOD
PAPs Proponents
All Others Concerned

For information, the **updated signatory arrangement** for **Box A of the Obligation, Requests & Status (ORS) Form**. This is part of our efforts to streamline the processing of financial transactions and ensure compliance with RA 11032 or the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018,” along with DepEd Order No. 17, s. 2024.

The objective of this change is to address delays in the signing process and emphasize responsibility and accountability in the execution of financial transactions. To achieve this, an updated signatory structure will be implemented **starting April 2, 2025, onwards**.
Please see the attachment.

For strict and immediate compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

budcap03/31/2025

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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Requesting Office/Personnel/PPA's	Primary Signatory	Alternate Signatory
CID		
• Learning Resource & Management Section	EPS - LRMSD	Chief Education Supervisor
• ALS, IPED, MADRASAH	EPS - ALS	Chief Education Supervisor
• MULTIGRADE, SNED, SPORTS, TVL, SENIOR HIGH, JOURNALISM & Other CID related PPA's	EPS -IN-CHARGE	Chief Education Supervisor
• Education Program Supervisors	Chief Education Supervisor	ASDS-in-charge (CID)
• District Supervisors	ASDS-in-charge (CID)	None
• Chief Education Supervisor		
SGOD		
• School Management Monitoring and Evaluation Section	SEPS - SMME	Chief Education Supervisor
• Planning & Research Section	Planning Officer II (Planning related PPA's) SEPS - Research	Chief Education Supervisor
• Human Resource Development Section	SEPS - HRD	Chief Education Supervisor
• Education Facilities Section	Engineer III	Chief Education Supervisor
• School Health Section	Medical Officer III	Chief Education Supervisor
• Social Mobilization & Networking	SEPS - SOCMONET	Chief Education Supervisor
• Youth Formation Section	*PDO I – Youth (Designated)	Chief Education Supervisor
• DRRM Section	*PDO II - DRRM	Chief Education Supervisor
• Education Program Supervisor, SEPS, Engineer III, Medical Officer III, and Planning Officer III	Chief Education Supervisor	ASDS-in-charge (SGOD)
• Chief Education Supervisor	ASDS-in-charge (SGOD)	None
OSDS		
• ICT	ITO I	ASDS-in-charge (OSDS)
• LEGAL	Attorney III	ASDS-in-charge (OSDS)
• *BUDGET	ASDS-in-charge (OSDS)	SDS
• ACCOUNTING	Accountant III	ASDS-in-charge (OSDS)
• GSS	AO V (Admin)	ASDS-in-charge (OSDS)
• CASH	Cashier II	AO V (Admin)
• PERSONNEL	HRMO II	AO V (Admin)
• RECORDS	Records Officer II	AO V (Admin)
• PROCUREMENT	Procurement Officer II	AO V (Admin)
• SUPPLY	Supply Officer II	AO V (Admin)
• ITO I, Attorney III, Budget Officer III, Accountant III & AO V	ASDS-in-charge (OSDS)	SDS
• Cashier II, HRMO II, Records Officer II, Procurement Officer II & Supply Officer II	AO V (Admin)	ASDS-in-charge (OSDS)
• ADAS assigned at the ASDS Offices	ASDS-in-charge	None
• ADAS assigned at the SDS Offices	SDS	None

**Budget Officer III is the signatory on Box B of the ORS*

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