

**DIVISION MEMORANDUM**  
No. 1032, s. 2019

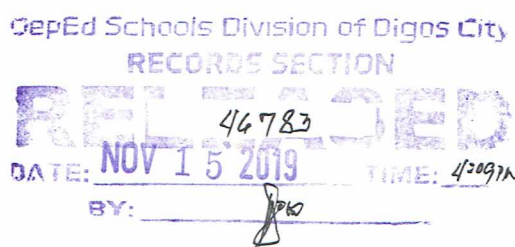
**November 15, 2019**

**SIGNATORIES FOR ITINERARY AND CERTIFICATE OF TRAVEL**

To: **ALL TEACHING AND NON-TEACHING PERSONNEL  
IN THE SCHOOLS DIVISION OFFICE AND SCHOOLS**

1. Relative the Ease of Doing Business in this Schools Division Office the following guidelines and designations on the signatories of travel documents shall be observed:
  - i. For the Schools Division Superintendent – the signatories are:
    1. Itinerary of Travel - the Accountant III for the Certification Reviewing the Travel and the Schools Division Superintendent on Approval of the I.T.
    2. Certificate of Travel Completed - Schools Division Superintendent.
    3. Certification not Requiring Receipts – Schools Division Superintendent.
  - ii. For the Assistant Schools Division Superintendent - the signatories are:
    1. Itinerary of Travel - the Accountant III for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
    2. Certificate of Travel Completed is the Schools Division Superintendent.
    3. Certification not Requiring Receipts – Schools Division Superintendent.
  - iii. For the Chief of the Curriculum Implementation Division (CID), Chief of the School Governance and Operations Division (SGOD), Information Technology Officer, Attorney III and Administrative Officer V – the signatories are:
    1. Itinerary of Travel are: the Accountant III for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
    2. Certificate of Travel Completed is the Assistant Schools Division Superintendent.
    3. Certification not Requiring Receipts – Schools Division Superintendent.
  - iv. For the CID Personnel – the signatories are:
    1. Travel are: the Chief of the CID for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
    2. Certificate of Travel Completed is the Chief of the CID.
    3. Certification not Requiring Receipts – Chief of the CID.
  - v. For the SGOD Personnel – the signatories are:
    1. Itinerary of Travel - the Chief of the SGOD for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval of the Travel.
    2. Certificate of Travel Completed is the Chief of the SGOD.

3. Certification not Requiring Receipts – Chief of the SGOD.
- vi. For the Administrative Service Personnel - the signatories are:
    1. Itinerary of Travel - the Administrative Officer V for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
    2. Certificate of Travel Completed - Administrative Officer V.
    3. Certification not Requiring Receipts – Administrative Officer V
  - vii. For the Accounting Personnel - the signatories are:
    1. Itinerary of Travel - the Accountant III for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
    2. Certificate of Travel Completed - the Accountant III.
    3. Certification not Requiring Receipts – the Accountant III
  - viii. For the Budget Personnel - the signatories are:
    1. Itinerary of Travel - the Administrative Officer V (Budget) for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
    2. Certificate of Travel Completed - the Accountant III.
    3. Certification not Requiring Receipts – the Accountant III
  - ix. For School Heads – the signatories are:
  - x. For Teaching and Non-Teaching in Schools – the signatories are:
    1. Itinerary of Travel – the PSDS for the Certification Reviewing the Travel and the SDS for the Approval I.T.
    2. Certificate of Travel Completed – the PSDS
    3. Certification not Requiring Receipts – the PSDS
  - xi. For Teaching and Non-Teaching in Schools – the signatories are:
    1. For Itinerary of Travel – the School Head for the Certification Reviewing the Travel and the SDS for the Approval I.T.
    2. Certificate of Travel Completed – the School Head
    3. Certification not Requiring Receipts – the School Head
2. This Division Memorandum shall take effect immediately.
  3. For immediate dissemination and strict compliance.



  
**CRISTY C. EPE, CESE**  
Schools Division Superintendent