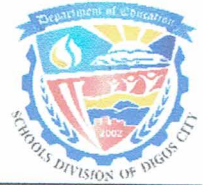




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



November 28, 2019

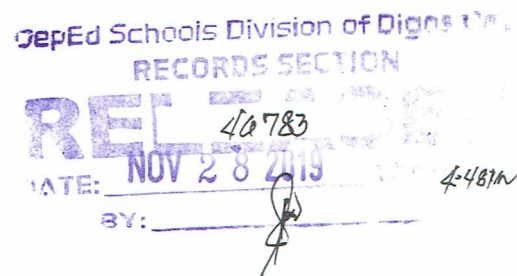
DIVISION MEMORANDUM
No. 100, s. 2019

ADDENDUM TO THE DIVISION MEMORANDUM NO. 1032, S. 2019
RE: SIGNATORIES FOR ITINERARY AND CERTIFICATE OF TRAVEL COMPLETED

To: **Secondary School Head - Implementing Unit**
All Other Concerned

1. Signatories for teaching and non-teaching personnel for the Implementing Unit:
 - a. For **Itinerary of Travel** - The **Accountant** for the Certification Reviewing the Travel and the School Principal for the approval of the Itinerary of Travel.
 - b. Certificate of Travel Completed – School Principal
 - c. Certification not Requiring Receipts – for Teachers (the Department Head)
 - d. Certification not Requiring Receipts – for Non-teaching (the Administrative Officer IV)
 - e. Certification not Requiring Receipts – For Department Head and Administrative Officer IV (School Principal)
2. This Memorandum shall take effect immediately.
3. For immediate dissemination and strict compliance.

CRISTY C. EPE, CESE
Schools Division Superintendent



Encls: List Enclosures
References:
To be indicated in the Perpetual Index under the following subjects:
SUBJECT Signatory of Financial FUNDS

SDS Proper; Addendum memorandum title no. 1032, s. 2019
27 November 2019



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:
 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
 - x. 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
 - 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.

DepEd Schools Division of Digos City
 RECORD SECTION
 46783
 DATE: NOV 15 2019
 BY: 


CRISTY C. EPE, CESE
 Schools Division Superintendent