



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025- 767

To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
SECTIONS AND UNITS HEAD
ELEMENTARY AND SECONDARY SCHOOL HEADS
SCHOOLS DIVISION OFFICE PERSONNEL
SCHOOLS PERSONNEL - TEACHING AND NON-TEACHING

Subject : Inter-Office Memorandum on the Guidelines on the Implementation of Three (3) Signatories Rule Under -Section 9(D) of Republic Act No. 11032 in Relation to Rule VII, Section 5 of the Joint Memorandum Circular (JMC) No. 2019-001

Date : 26 November 2025

1. This refers to the Memorandum Circular No. 2024-05 approved on 12 December 2024 by Secretary Ernesto V. Perez, Director General of the Anti-Red Tape Authority (ARTA), Office of the President, 4th and 5th Floors NFA Building, NFA Compound, Visayas Avenue, Brgy. Varsa, Diliman, Quezon City with the subject: *“Guidelines on the Implementation of Three (3) Signatories Rule Under Section 9(D) of Republic Act No. 11032 in Relation to Rule VII, Section 5 of the Joint Memorandum Circular (JMC) No. 2019-001.”*
2. Section 9 (d) of R.A. No. 11032 provides for the requirement on the limitation of signatories which states that *“the number of signatories in any document shall be limited to a maximum of three (3) signatories which shall represent officers directly supervising the office or agency concerned. Provided, That in case the authorized signatory is on official business or official leave, an alternate shall be designated as signatory. Electronic signatures or pre-signed license, clearance, permit, certification or authorization with adequate security and control mechanism may be used.”*
3. In view of the foregoing, the Authorized Signatory of this Schools Division Office and Alternate Signatories are as follows:
 - a. Schools Division Superintendent – Authorized or Regular Signatory
 - b. Assistant Schools Division Superintendent – Alternate Signatory
 - c. Chief of the Schools Governance and Operation Division – Second Alternate Signatory
4. In cases where the authorized or regular signatory is on official business or authorized leave of absence, an alternate signatory shall be designated accordingly. Should the designated alternate signatories be likewise unavailable, a subsequent alternate shall accordingly be designated thru an Inter-Office Memorandum issued by the Head of Office.
5. For immediate dissemination and strict compliance.

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: NOV 27 2025 TIME: 4:27 PM
BY:

MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent

