



May 16, 2018

DIVISION MEMORANDUM

No. 148 s, 2018

SIGNING AUTHORITIES FOR TRAVELS

TO : Assistant Schools Division Superintendents
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary Schools

1. This office issues the following guidelines on the signing authorities for travels within and outside the division.

Requesting Personnel	Destination	Recommending Approval	Approval
Teachers	Within DepEd Cam. Sur	SH	ASDS
School Heads		PSDS	ASDS
PSDS		CID Chief	ASDS
EPS-1 and EPSals & PDO II		CID Chief	ASDS
Medical and Dental Personnel		EPS-1 SGOD	SGOD Chief
SGOD Personnel		SGOD Chief	ASDS
OSDS Personnel		Unit Heads	SDS
OSDS Unit Heads			SDS
CID/SGOD Chiefs			SDS
Teachers	Within the Region	SH	ASDS
School Heads		ASDS	ASDS (OIC) SDS
PSDS		CID chief	ASDS
EPS-1 and EPSals & PDO II		CID Chief	ASDS
Medical and Dental Personnel		SGOD Chief	ASDS
SGOD Personnel		EPS-1 SGOD	SGOD Chief
OSDS Personnel		Unit Heads	SDS
OSDS Unit Heads			SDS
CID/SGOD Chiefs			SDS
Teachers	Outside the Region	SDS	RD
School Heads		SDS	RD
PSDS		SDS	RD
EPS and EPSals		SDS	RD
Medical and Dental Personnel		SDS	RD
SGOD Personnel		SDS	RD
OSDS Personnel		SDS	RD
OSDS Unit Heads		SDS	RD
CID/SGOD Chiefs		SDS	RD

2. Immediate dissemination of and compliance with this Memorandum is desired.

CECILLE BERNADETTE P. RIVERA
Schools Division Superintendent

References:

Div Memo No. 45 2018