



Republic of the Philippines
Department of Education
 REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. **0079**, s. **2026**

To: Chief Education Supervisor, Curriculum Implementation Division
 Chief Education Supervisor, School Governance and Operations Division
 Administrative Officer V, Administrative Services
 School Heads of Elementary, Secondary and Integrated Schools
 All Others Concerned

Subject: **PRIMARY AND ALTERNATE SIGNATORIES OF DOCUMENTS**

Date: February 11, 2026

- To avoid delay in the processing of documents, the following are hereby designated as alternative signatories in case of the primary signatories by the reason of official business and other authorized absences, and personal business:

DOCUMENT	PRIMARY SIGNATORY	ALTERNATE SIGNATORY
Box A of Disbursement Vouchers, Obligation Request and Status for Division MOOE; Provident Fund Form under Certificate of Employment and Credibility – Personnel Division/Unit;	Administrative Officer V (Administrative Services)	Administrative Officer IV (Human Resource Management Office)
Disbursement Vouchers (Cash Advance for School Funds, Personal Services); for the Division MOOE and Purchase Request, Annual Procurement Plan (School-Based Feeding Program, Surplus and DRRM); Advice of Checks Issued and Cancelled; Provident Loan; Fidelity Bond, Purchase Receipts; Obligation Request and Status; and other related Procurement Documents	Administrative Officer V (Administrative Services)	None
Memoranda; Itinerary of Travel Documents; Form 7; Working Papers on Claims, Permit to Conduct Study; Reinstatement Documents; Division Clearances	ARD, Concurrent OIC OSDS	Chief Education Supervisor-CID Chief Education Supervisor - SGOD Administrative Officer V (Administrative Services)



Address: **Mankilam, Tagum City, Davao del Norte**

Telephone Number: **(084) 823 5170**

Email Address: **depeddavnor.sdo@deped.gov.ph**

Website: **www.depeddavnor.ph** | Facebook: **DepEd Davao del Norte**



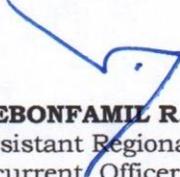
Republic of the Philippines
Department of Education

REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DOCUMENT	PRIMARY SIGNATORY	ALTERNATIVE SIGNATORY
Annex C and Annex I of Authority to Transfer Accountability for School Funds	ARD, Concurrent OIC OSDS	None
Authority to Travel of Personnel under OSDS	ARD, Concurrent OIC OSDS	Administrative Officer V (Administrative Services)
Authority to Travel of Personnel under SGOD	ARD, Concurrent OIC OSDS	Chief Education Supervisor - SGOD
Authority to Travel of Personnel under CID, School Heads; Leave Forms	ARD, Concurrent OIC OSDS	Chief Education Supervisor-CID

- All alternate signatories shall exercise due diligence in checking the correctness and veracity of the documents before affixing their respective signatures.
- The name and position of the primary signatory shall remain printed in the document, hence, the alternative signatory shall place their name and affix signature below the name of the primary signatory.
- For information and immediate dissemination.


REBONFAMIL R. BAGUIO
 Assistant Regional Director
 Concurrent, Officer-in-Charge
 Office of the Schools Division Superintendent

DEPED DAVAO DEL NORTE
 RECORDS SECTION
RELEASED
 DATE: 7-20-20
 BY: 

Personnel – JMCB
 FN: Primary and Alternate Signatories of Documents



Address: Mankilam, Tagum City, Davao del Norte
 Telephone Number: (084) 823 5170
 Email Address: depeddavnor.sdo@deped.gov.ph
 Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte