



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent


March 17, 2026

**DIVISION MEMORANDUM**  
No. 0109 s. 2026

**REITERATION OF THE SIGNATORIES FOR TRAVEL DOCUMENTS**

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

1. Pursuant to DepEd Order No. 1 s. 2023 titled "Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities," this Office reiterates the authorized signatories for travel documents to guide personnel on the signing authorities for documents submitted as attachments to travel claims.
2. Attached herewith is the list of the required signatories.
3. Everyone is enjoined to continually support and recognize the value of equality and diversity in adherence to the Equal Opportunity Principle (EOP) of the organization.
4. For information and immediate dissemination.

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

*My 3/17*



Encl.: As stated  
Accntng/mlmq  
FN: reiteration of the signatories for travel documents



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Enclosure to D.M. 0109, s. 2026

**List of Signatories to Travel Documents**

<b>NTP &amp; TEACHER'S TRAVEL (OUTSIDE DIVISION)</b>		
Document	Signatory	
	Recommending Approval	Approved By
Itinerary of Travel	School Head (SH)	SDS (now ARD)
COENRR	NONE	Immediate Supervisor (SH)
Certificate of Travel Completed	NONE	School Head
Accomplishment Report	NONE	Immediate Supervisor (SH)

<b>SCHOOL HEAD'S TRAVEL (OUTSIDE DIVISION)</b>		
Document	Signatory	
	Recommending Approval	Approved By
Itinerary of travel	PSDS	SDS (now ARD)
COENRR	NONE	Immediate Supervisor (PSDS)
Certificate of Travel Completed	NONE	SDS (now ARD)
Accomplishment Report	NONE	Immediate Supervisor (PSDS)

<b>PUBLIC SCHOOLS DISTRICT SUPERVISOR'S TRAVEL (OUTSIDE DIVISION)</b>		
Document	Signatory	
	Recommending Approval	Approved By
Itinerary of Travel	Division Chief	SDS (now ARD)
COENRR	NONE	Immediate Supervisor (Chief)
Certificate of Travel Completed	NONE	SDS (now ARD)
Accomplishment Report	NONE	Immediate Supervisor (Chief)

<b>PUBLIC SCHOOLS DISTRICT SUPERVISOR'S TRAVEL (OUTSIDE DIVISION)</b>		
Document	Signatory	
	Recommending Approval	Approved By
Itinerary of Travel	Division Chief	SDS (now ARD)
COENRR	NONE	Immediate Supervisor (Chief)
Certificate of Travel Completed	NONE	SDS (now ARD)
Accomplishment Report	NONE	Immediate Supervisor (Chief)



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