



05 May 2016

DIVISION MEMORANDUM
 No. 69, s. 2016

ASSIGNING SIGNATORIES FOR DOCUMENTS FOR SUBMISSION

To: All Schools Division Personnel
 All Others Concerned

1. In view of the Department's implementation of the rationalized structure, all schools division office (SDO) personnel are hereby directed to follow the footing below in the submission of documents to this Office:

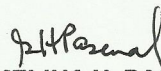
a. Documents for Approval

Prepared by:	Reviewed by:	Recommending Approval:	Approved:
<hr/>	<hr/>	<hr/>	<hr/>
Focal Person	Division Chief/Unit Head	ASDS	SDS

b. Documents for Notation

Prepared by:	Reviewed by:	Noted:
<hr/>	<hr/>	<hr/>
Focal Person	Division Chief/Unit Head	SDS

2. School documents for approval shall be prepared and signed by the School Head reviewed by the Public Schools District Supervisor (PSDS) assigned to the respective schools, and recommended for approval by the concerned Division Chief before approval by SDS.
3. All SDO documents with financial considerations shall likewise include the Budget Officer/Accountant as required.
4. Indicated footers shall apply for all reports/documents which do not specify authorized signatories.
5. For immediate dissemination and compliance.


GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent