



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



December 9, 2024

DIVISION MEMORANDUM
 No. 404, s. 2024

REITERATION OF DepEd Order No. 17, s. 2024 and DepEd Order No. 02, s. 2021
 ON THE SIGNING AUTHORITIES FOR FINANCIAL MATTERS IN THE
 DEPARTMENT OF EDUCATION

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Education Program Supervisors
 Public Schools District In-Charge (PSDICs)
 Elementary and Secondary School Heads
 Teaching and Non-Teaching Staff

1. This is to reiterate the implementation of **DepEd Order No. 17, s. 2024** otherwise known as the “*Amendment To The Provisions of DepEd Order No. 001, s. 2023 on Signing Authorities for Financial Matters in the Department of Education*” and **DepEd Order No. 002, s. 2021** entitled “*Revised Signing Authorities for Administrative and Financial Matters in the Department of Education* to ensure compliance, efficiency, and accountability in financial transactions.
2. To uphold transparency and accountability, the Bids and Awards Committee (BAC) Accounting and Budget Sections shall monitor adherence to these orders and conduct regular audits to verify compliance throughout the year.
3. All offices and units must review current practices to ensure alignment with the prescribed signing authorities. Unauthorized signing or delegation is strictly prohibited and may result in administrative action.
4. Immediate dissemination and strict compliance with this Order is directed.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent

SIGNING AUTHORITIES

To be indicated in the Perpetual Index under the following subjects:

FINANCE BUDGET SIGNATORIES

SAU/abb/cpc



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