



Republic of the Philippines
Department of Education

DepEd O R D E R
 No. **006** s. 2019

22 APR 2019

AMENDMENT TO DEPED ORDER NO. 67, S. 2016
 (Revised Signing Authorities for Financial Matters)

To: Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents
 Division Chiefs
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This amends certain provisions of DepEd Order (DO) No. 67, s. 2016 entitled **Revised Signing Authorities for Financial Matters**.
2. Pursuant to DepEd Memorandum No. 019, s. 2019 issued on February 21, 2019 entitled **Assignments of Undersecretaries and Assistant Secretaries in the Department of Education**, the Undersecretary for Finance shall oversee the Finance Service and the Education Program Delivery Unit. Correspondingly, an Officer-in-Charge (OIC)-Assistant Secretary for Finance and OIC-Director for Finance Service shall be assigned to the said Undersecretary.
3. The approval of all DepEd expenditures, contracts, agreements and payments shall be in accordance with existing budgeting, accounting, procurement and auditing rules and regulations.
4. Relative to these new assignments, the Secretary, who has primary authority over DepEd financial transactions, hereby amends the delegated signing authorities to certain DepEd Finance Service officers, as follows:
 - a. Sec. 4 (4.1) **Authority to Conduct Activities**

Central Office

Office/Amount Involved	Requesting Official	Approving Official (Policy)	Approving Official (Finance)
Not over P1,000,000	Head of Office/Division Chief or higher official concerned	Director or higher official concerned	Director for Finance Service
Over P1,000,000 up to P5,000,000	Director or higher official concerned Teachers Camp Superintendent for Baguio Teachers Camp (BTC)	Director or higher official concerned	Assistant Secretary (ASec) for Finance
Over P5,000,000 up to P30,000,000	Director or higher official concerned	Undersecretary (Usec) or ASec concerned	Usec for Finance

Over P30,000,000	Usec or ASec concerned	Secretary with the initials of the Usec for Finance
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- b. Sec. 4 (4.2.2) on the **Purchase Request/Authority to Procure Goods and Services, Infrastructure Projects and Consultancy Services**

Central Office

Office/Amount Involved	Requesting Official	Approving Official (Policy)	Approving Official (Finance)
a. Infrastructure Projects			
Not over P30,000,000	Head of Office/Division Chief or Director of Administrative Service	Usec for Administration	Usec for Finance
Over P30,000,000	Usec for Administration	Secretary with the initials of the Usec for Finance	
b. Goods and Services and Consultancy Services			
Not over P1,000,000	Head of Office/Division Chief or higher official concerned	Director or higher official concerned	Director for Finance Service
Over P1,000,000 up to P5,000,000	Director or higher official concerned Teachers Camp Superintendent for BTC	Director or higher official concerned	ASec for Finance
Over P5,000,000 up to P30,000,000	Director or higher official concerned	Usec or ASec concerned	Usec for Finance
Over P30,000,000	Usec concerned	Secretary with the initials of the Usec for Finance	

- c. Sec. 4.4 (4.4.1) on the **Authority to Pay, Authority to Reimburse, and Authority to Draw Cash Advance**

Central Office

Office/Amount Involved	Requesting Official	Approving Official (Policy)	Approving Official (Finance)
a. Central Office			
Not over P1,000,000	Head of Office/Division Division or higher official concerned	Director or higher official concerned	Director for Finance Service
Over P1,000,000 up to P5,000,000	Director or higher official concerned	Usec or ASec concerned	ASec for Finance
Over P5,000,000 up to P30,000,000	Usec or ASec concerned		Usec for Finance
Over P30,000,000	Usec or ASec concerned	Usec for Finance	Secretary

d. Sec. 4.5 (4.5.1) on the **Authority to Transfer/Download Funds**

Office/Amount Involved	Requesting Official	Approval
a. Central Office		
Not over P30,000,000	ASec for Finance	Usec for Finance
Over P30,000,000	Usec for Finance	Secretary

e. Sec. 4.7 (4.7.2) on the **Sub-Allotment Release Order**

Requesting Office	Certification of Allotment Availability	Recommending Approval	Approval
a. Central Office	Chief of Budget Division	ASec for Finance	Usec for Finance

f. Sec. 4.10 (4.10.4) on the **Disbursement Vouchers and Other Payrolls**

Office/Amount Involved	Expenditure Class/Approval	
	Personnel Service (PS)	Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO)
a. Central Office		
Bureau/Service/Executive Office		
Not over P1,000,000	Director for Finance Service	
Over P1,000,000 up to P5,000,000	ASec for Finance	
Over P5,000,000 up to P30,000,000	Usec for Finance	
Over P30,000,000	Secretary	
BTC		
Not over P1,000,000	Teachers Camp Superintendent	
Over P1,000,000 up to P5,000,000	Teachers Camp Superintendent	Usec for Administration
Over P5,000,000 up to P30,000,000	Usec for Finance	

g. Sec. 4.11 (4.11.5) on the **Checks and List of Due and Demandable Accounts Payable-Authority to Debit Account (LDDAP-ADA)**

Office/Amount Involved	Certified Correct in Accordance with the Existing Budgeting, Accounting, and Auditing Rules and Regulations	Assumption of Full Responsibility for the Accuracy of the Listed Claims and Authenticity of the Supporting Documents
a. Central Office		
Bureau/Service/Executive Office		
Not over P1,000,000	Chief Accountant	Director for Finance Service

Over P1,000,000 up to P5,000,000	Chief Accountant	ASec for Finance
Over P5,000,000 up to P30,000,000		Usec for Finance
Over P30,000,000		Secretary (with the initials of Usec for Finance)
BTC	BTC Accountant	
Not over P1,000,000		Teachers' Camp Superintendent
Over P1,000,000 up to P5,000,000		ASec for Finance
Over P5,000,000 up to P30,000,000		Usec for Finance
Over P30,000,000		Secretary (with the initials of Usec for Finance)

h. Sec. 4.11 (4.11.6)

Amount Involved	Signing Official	Countersigning Official
a. Central Office		
Bureau/Service/Executive Office		
Not over P1,000,000	Chief of Cash Division	Director for Finance Service
Over P1,000,000 up to P5,000,000	Director for Finance Service	ASec for Finance
Over P5,000,000 up to P30,000,000	Any other Usec	Usec for Finance
Over P30,000,000	Usec for Finance	Secretary (with the initials of Usec for Finance)
BTC		
Not over P500,000	Head of Cash Unit	Teachers' Camp Superintendent
Over P500,000 up to P1,000,000	Assistant Teachers' Camp Superintendent	
Over P1,000,000 up to P5,000,000	Teachers' Camp Superintendent	Usec for Administration
Over P5,000,000 up to P10,000,000	Usec for Administration	ASec for Finance
Over P10,000,000		Usec for Finance

5. All other provisions stated in DO 67, s. 2016 shall remain in effect, unless amended by other DepEd issuances.

6. This Order shall take effect immediately upon its approval.

7. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
 Secretary

References:

DepEd Order No.: (67, s. 2016)

DepEd Memorandum No. 019, s. 2019

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

ALLOTMENT
AMENDMENT
AUTHORITY
CONTRACTS
EQUIPMENT
FUNDS
OFFICIALS
POLICY
PROCUREMENT
PROJECTS
PURCHASE
SERVICES