

Republika ng Pilipinas  
 (Republic of the Philippines)  
 KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
 (DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
 Maynila

May 29, 1989

DECS O R D E R  
 No. 51, s. 1989

DELEGATION OF AUTHORITY TO REGIONAL DIRECTORS, SCHOOLS  
 SUPERINTENDENTS, VOCATIONAL SCHOOL/COLLEGE  
 SUPERINTENDENTS/ADMINISTRATORS AND  
 PRINCIPALS OF GENERAL/VOCATIONAL  
 SECONDARY SCHOOLS

To: Regional Directors  
 Schools Division Superintendents  
 Vocational College/School Superintendents  
 Vocational School Administrators  
 General/Vocational School Principals

1. In the exigencies of the service, and to effectively facilitate financial transactions in the field offices, the following officials are hereby authorized to approve financial transactions not to exceed the amount indicated below:

<u>Transactions</u>	<u>Regional Directors</u>	<u>Schools Division/ Vocational School/ College Superintend- ents and Vocational School Administrators</u>	<u>Gen./Voc. Secondary School Principals</u>
a. Contracts, either negotiated or thru public bidding; and requisitions for supplies, materials, or equipment, provided that the items to be procured are included in the Approved Annual Program of Expenditures - - - - -	P500,000.00	P100,000.00	P25,000.00
b. Vouchers in payment of obligations - - - - -	P500,000.00	P100,000.00	P25,000.00
c. Payrolls, vouchers for cash advances for salaries of officials and employees - - - - -	No limit	No limit	No

2. Ceilings in countersigning checks shall be as follows, provided that the checks shall have been signed by the Assistant Regional Director, Assistant Division Superintendent or other officials previously authorized, as the case may be, and provided further that in no case shall the countersigning official on checks be the same as the signing official:

- a. Regional Director - - - - - P500,000.00
- b. Schools Division/  
Vocational School/  
College Superintendents  
and Vocational School  
Administrators - - - - - 100,000.00
- c. General/Vocational  
Secondary School  
Principals - - - - - 25,000.00

3. The officials authorized to sign/countersign checks are likewise authorized to sign/countersign checks covering cash advances for salaries and wages regardless of amount.

4. The authorized officials shall, however, be guided by existing accounting and auditing rules and regulations in affixing their signature on any financial transaction.

5. This Order supersedes all previous authorizations granted to the above-mentioned officials which are inconsistent herewith.

(SGD.) LOURDES R. QUISUMBING  
Secretary

References:

- DECS Order: No. 59, s. 1988
- DECS Memorandum: No. 274, s. 1988

Allotment: 1-2-4--(M.O. 1-87)

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

- AMENDMENT
- AUTHORITY
- OFFICIALS
- RULES & REGULATIONS