



Republic of the Philippines
Department of Education

14 MAR 2019

DepEd ORDER
 No. **004**, s. 2019

AMENDMENTS TO DEPED ORDER NOS. 67, S. 2016 AND 16, S. 2018
 (Revised Signing Authorities for Financial Matters)
**PARTICULARLY FOR INTERNAL AUDIT SERVICE AND INTERNATIONAL
 COOPERATION OFFICE**

To: Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents
 Division Chiefs
 All Others Concerned

1. This DepEd Order (DO) amends portions of DO 67, s. 2016 entitled **Revised Signing Authorities for Financial Matters** and DO 16, s. 2018 entitled **Implementing Guidelines on the Release and Use of Funds for Fiscal Year 2018**, which shall apply only with regard to the signing authorities in the Internal Audit Service (IAS) and International Cooperation Office (ICO).
2. This Order shall serve as the basis for the signing authorities on the abovementioned transactions made by IAS and ICO considering that these offices are under the direct supervision of the DepEd Secretary.
3. As provided in this Order, IAS and ICO shall abide to the following signing authorities for certain transactions as follows:

a. **Expenditure Matrix, and Work and Financial Plan**

Document	Requesting Official	Approving Official	
		(Policy)	(Finance)
Expenditure Matrix Work and Financial Plan (WFP)	Director or higher official	Secretary with Initial of Undersecretary (USec) for Finance-Budget and Performance Monitoring	

b. **Activity Request and Authority to Conduct Activities**

- i. Activities, which conform to the approved WFP, Monthly Disbursement Program (MDP) and Annual Procurement Plan (APP), may proceed through an Activity Request (AR) with the approval of these offices' Director or higher official.

- ii. If the activity is not in the approved WFP, MDP and APP, an Authority to Conduct (ATC), as agreed, is required in order for the activity to proceed. Approval of the ATC shall now be given by the following officers:

Central Office

Document	Requesting Official	Approving Official	
		(Policy)	(Finance)
Activity Request (AR)	Chief/Head of Office	Director or higher official	
Authority to Conduct (ATC)	Chief/Head of Office	Director or higher official	Secretary with initial of the USec for Finance-BPM

This amends Item 4.1.2 of DO 67, s. 2016, and Item 7.11 of DO 16, s. 2018.

c. Purchase Request, Authority to Procure Goods and Services, and Infrastructure Projects and Consultancy Services

- i. Procurement of goods and services, infrastructure projects and consultancy services shall still conform with the provisions of Republic Act No. 9184, otherwise known as the **Government Procurement Reform Act**.
- ii. The approval of the Purchase Request/Authority to Procure goods and services, infrastructure projects and consultancy services for IAS and ICO shall be given by the following officers:

Central Office

Amount Involved	Requesting Officer	Approving Officer	
		(Policy)	(Finance)
a. Infrastructure Projects			
Not over P30,000,000	Director concerned	USec for Administration (with initial of ASec for Procurement)	Secretary with initial of USec for Finance-BPM
b. Good and Services and Consultancy Services			
Over P250,000 up to P5,000,000	Director or higher official		Secretary with initial of USec for Finance-BPM
Over P5,000,000 up to P30,000,000			
Over P30,000,000			

This amends Item 4.2.2 of DO 67, s. 2016.

d. **Project Procurement Management Plan**

Requesting Officer	Approving Official
Division Chief/Head of Office	Director or higher official

4. Other transactions which are not mentioned in this Order shall still conform to the existing processes, policies and signing authorities as stated in both DO Nos. 67, s. 2016, and 16, s. 2018.
5. This Order shall take effect immediately upon issuance.
6. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

References:

DepEd Order: (Nos. 67, s. 2016 and 16, s. 2018)

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

AUTHORITY
FUNDS
OFFICIALS
POLICY
PROCUREMENT
PROJECTS
PURCHASE
SERVICE