



Republic of the Philippines  
**Department of Education**

20 DEC 2019

DepEd ORDER  
 No. **038**, s. 2019

**AMENDMENTS TO DEPED ORDER NOS. 67, S. 2016 AND 006, S. 2019**  
 (Revised Signing Authorities for Financial Matters)

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

1. This DepEd Order (DO) further amends certain provisions in DO 67, s. 2016 and DO 006, s. 2019 titled **Revised Signing Authorities for Financial Matters and its Amendments**.
2. Issuance of this Order aims to provide sound financial accountability and control of public funds entrusted to the Department in accordance with appropriate policies, laws and regulations.
3. In view of this and in order to streamline the processes and procedures covering financial transactions, this Order revises the financial signing authority policy by raising the threshold or limit of officials in the Department.
4. The approval of all DepEd expenditures, contracts, agreements and payments shall be in accordance with existing procurement, budgeting, accounting, auditing rules and regulations.
5. Relative to these assignments, the Secretary, who has primary authority over DepEd financial transactions, amends the delegated signing authorities to certain DepEd Finance Service officers, as follows:

a. Sec. 4 (4.1) **Authority to Conduct Activities**

**Central Office**

Amount Involved	Requesting Official	Approving Official		
		Policy	Finance	Transfer/ Downloading of Fund
Not over P1,000,000	Head of Office/Division Chief or higher official concerned	Director or higher official concerned	Director for Finance Service	Undersecretary (Usec) for Finance <i>Shu</i>

Amount Involved	Requesting Official	Approving Official		
		Policy	Finance	Transfer/Downloading of Fund
Over P1,000,000 up to P5,000,000	Director or higher official concerned Teachers Camp Superintendents Baguio Teachers Camp (BTC)	Director or higher official concerned	Assistant Secretary (ASec) for Finance	Usec for Finance
Over P5,000,000 up to P75,000,000	Director or higher official concerned Teachers' Camp Superintendent for BTC	Usec or ASec concerned	Usec for Finance	Usec for Finance
Over P75,000,000	Usec or ASec concerned	Secretary, with the initial of Usec for Finance		

b. Sec. 4 (4.2.2) on the **Purchase Request or the Authority to Procure Goods and Services, Infrastructure Projects and Consultancy Services**

**Central Office**

Amount Involved	Requesting Official	Approving Official (Policy)	Approving Official (Finance)
<b>a. Infrastructure Projects</b>			
Not over P75,000,000	Head of Office/ Division Chief or Director of Administrative Service	Usec for Administration	Usec for Finance
Over P75,000,000	Usec for Administration	Secretary with the initial of the Usec for Finance	
<b>b. Goods and Services and Consultancy Services</b>			
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 P75,000,000	Director or higher official concerned	Usec or ASec concerned	Usec for Finance
Over P75,000,000	Usec concerned	Secretary with the initial of the Usec for Finance	

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

<b>Amount Involved</b>	<b>Requesting Official</b>	<b>Approving Official (Policy)</b>	<b>Approving Official (Finance)</b>
<b>Central Office</b>			
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	Usec or ASec concerned	ASec for Finance
Over P5,000,000 up to P75,000,000	Usec or ASec concerned		Usec for Finance
Over P75,000,000	Usec or ASec concerned	Usec for Finance	Secretary

d. Sec. 4.10 (4.10.4) on the **Disbursement Voucher and Other Payrolls**

**Central Office**

<b>Office/Amount Involved</b>	<b>Expenditure Class/Approval</b>	
	<b>Personnel Services (PS)</b>	<b>Maintenance &amp; Other Operating Expenses (MOOE) and Capital Outlay (CO)</b>
<b>a. Bureau/Service/Executive Office</b>		
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 P75,000,000	Usec for Finance	
Over P75,000,000	Usec for Finance	Secretary
<b>b. BTC</b>		
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 P75,000,000	Usec for Finance	

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

**Central Office**

<b>Office/Amount Involved</b>	<b>Certified Correct in Accordance with the Existing Budgeting, Accounting, and Auditing Rules and Regulations</b>	<b>Assumption of Full Responsibility for the Accuracy of the Listed Claims and Authenticity of the Supporting Documents</b>
<b>a. Bureau/Service/Executive Office</b>		
Not over P1,000,000	Chief Accountant	Director for Finance Service
Over P1,000,000 up to P5,000,000		ASec for Finance
Over P5,000,000 up to P75,000,000		Usec for Finance
Over P75,000,000		Secretary (with the initials of Usec for Finance)
<b>b. BTC</b>		
Not over P1,000,000	BTC Accountant	Teachers Camp Superintendent
Over P1,000,000 up to P5,000,000		ASec for Finance
Over P5,000,000 up to P75,000,000		Usec for Finance
Over P75,000,000		Secretary (with the initial of Usec for Finance)

- f. Sec. 4.11 (4.11.6) The signing officer for **Checks, Advice of Checks Issued and Cancelled (ACIC)** and **Part II of the LDDAP-ADA form** are as follows:

**Central Office**

<b>Amount Involved</b>	<b>Signing Official</b>	<b>Countersigning Official</b>
<b>Bureau/Service/Executive Office</b>		
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 P75,000,000	Any other Usec	Usec for Finance
Over P75,000,000	Usec for Finance	Secretary (with the initial of Usec for Finance)

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- g. As an exception to the provisions of the herein **Sections d, e and f**, signing authorities for transactions related to **Government Assistance and Subsidies (GAS)** including **Educational Service Contracting (ESC)**, **Teacher Salary Subsidy (TSS)**, **Joint Delivery Voucher Program for Senior High School Technical-Vocational-Livelihood (JDVP-TVL)**, and **Senior High School Voucher Program (SHS-VP)**, are hereby delegated as follows:

<b>Amount Involved</b>	<b>Approving Official</b>
Not over P1,000,000	Director for Finance Service
Over P1,000,000 up to P10,000,000	ASec for Finance
Over P10,000,000	Usec for Finance

6. All other provisions stated in DO Nos. 67, s. 2016 and 006, s. 2019 shall remain enforced unless repealed and amended by other DepEd issuance.
7. This Order shall take effect immediately upon its approval.
8. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
 Secretary

References:

DepEd Order Nos.: (67, s. 2016 and 006, s. 2019)

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

ALLOTMENT  
 AMENDMENT  
 AUTHORITY  
 CONTRACTS  
 FUNDS  
 OFFICIALS  
 POLICY  
 PROCUREMENT  
 PROJECTS  
 PURCHASE  
 SERVICES