



Republic of the Philippines
Department of Education

FEB 25 2026

DepEd ORDER
No. **004**, s. 2026

AMENDMENT TO DEPED ORDER NO. 017, s. 2024

(Amendment to the Provisions of DepEd Order No. 001, s. 2023 on Signing Authorities for Financial Matters in the Department of Education)

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

1. To facilitate the procurement of projects and activities at the Baguio Teachers Camp (BTC), in line with the increased threshold of up to P2 Million for Small Value Procurement under Republic Act No. 12009, otherwise known as the New Government Procurement Act, the Department of Education (DepEd) issues this Order to amend the following provisions of DepEd Order (DO) No. 017, s. 2024, titled **Amendment to the Provisions of DO 001, s. 2023 on Signing Authorities for Financial Matters in the DepEd**, dated December 4, 2024, as follows:

B. ACTIVITY REQUEST (AR), AUTHORITY TO CONDUCT (ATC), AND AUTHORITY TO PROCURE (ATP)/AUTHORITY TO ENGAGE (ATE)/PURCHASE REQUEST (PR)

ATP/ATE/PR of BTC

i. Central Office

Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official
Not over P2 Million	Head of Section or higher official concerned for BTC	Head of Budget Unit	Teachers Camp Superintendent for BTC
Over P2 Million up to P5 Million	Teachers Camp Superintendent for BTC	Head of Budget Unit	Assistant Secretary or higher official concerned
Over P5 Million	Teachers Camp Superintendent for BTC	Head of Budget Unit	Undersecretary concerned

C. BIDDING DOCUMENTS AND OTHER PROCUREMENT-RELATED DOCUMENTS, CORRESPONDENCE, OR NOTICES

i. Central Office

Amount Involved	Approving (e.g., RTA) and Issuing (e.g., NOA) Official
Not over P2 Million	Teachers Camp Superintendent for BTC However, if the procurement of the project subject of the Resolution to Award (RTA) or Notice of Award (NOA) was undertaken by the Bids and Awards Committee (BAC), of which the Teachers Camp Superintendent for BTC is a member, the same shall be approved and issued by the Undersecretary concerned.
Over P2 Million up to P5 Million	Assistant Secretary concerned However, if the procurement of the project subject of the RTA or NOA was undertaken by the BAC, of which the Assistant Secretary is a member, or in the absence of an Assistant Secretary, the same shall be approved and issued by the Undersecretary concerned.
Over P5 Million	Undersecretary concerned

2. This Order amends specific provisions of DO 017, s. 2024. All provisions not explicitly amended or repealed by this Order shall remain in full force and effect.
3. This Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
4. For more information, please contact the **Office of the Undersecretary for Administration**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at usecforadministration@deped.gov.ph.
5. Immediate dissemination of and strict compliance with this Order is directed.



SONNY ANGARA
Secretary



References:

DepEd Order Nos. 023, s. 2025, (017, s. 2024, and 001, s. 2023)

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

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