



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 31, 2021

DIVISION MEMORANDUM

No. 21, s. 2021

**REVISED SIGNING AUTHORITIES FOR AUTHORITY TO TRAVEL
AND APPLICATION FOR LEAVE**

To: OIC-ASDS
Chiefs, CID and SGOD
PSDSs and PICs
Elementary and Secondary Principals and School Heads
Elementary and Secondary Teachers
All Division Office Personnel

1. Pursuant to DepEd Order No. 002 s. 2021, this office apprises all concerned on the Revised Signing Authorities for Authority to Travel and Application for Leave.
2. This revised policy seeks to establish accountability of the signing authorities on matters pertaining to procurement, administrative and financial matters, in keeping with the streamlined systems and processes of the Department of Education.
3. The signing authorities are as follows:

A. OFFICIAL TRAVEL

No travel, on the official time or business, shall be undertaken without an approved Authority to Travel. The approving authorities are defined under Executive Order No. 77, s. 2019. It should be strictly observed that teachers' travel on official time or business should not affect contact time with their respective students.

1. Foreign Travel

A separate guideline shall be issued for foreign travels and officials and employees in the Department.



2. Local Travel

All official domestic travels in performance of duties and functions including attendance to workshops, seminars, training, and speaking engagements shall be approved in the following manner as prescribed under DO No. 22, s. 2019:

Office/Positions	Approving Officials	
	Recommending Approval	Approval
a. Schools Division Office		
1. SDS	-	RD- for destinations outside the Division only
2. ASDS	SDS – for destinations outside the Region	SDS- for destination within the Region RD- for destination outside the Region
3. Division Chief	ASDS	SDS
4. Below Division Chief including PSDS	Division Chief	SDS
b. School		
1. School Head	ASDS	SDS
2. Teaching and Non-teaching personnel	School Head – for destinations outside the Division	School Head- for destinations within the Division SDS – for destinations outside the Division

B. APPLICATION FOR SICK/ VACATION/ STUDY/ MATERNITY/ PATERNITY LEAVE AND GRANT OF SERVICE CREDITS FOR TEACHERS

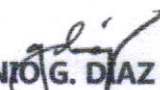
In accordance with the **CSC Omnibus Rules on Leave**, the following are the delegated signing authorities for the approval of the Leave Form (Form No. 6) prior to the processing of said documents by the appropriate Personnel Division/Unit.

1. Sick/ Vacation/ Study/ Maternity/ Paternity Leave

Office/Positions	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
a. Schools Division Office SDS/ASDS Division Chief Below Division Chief	ARD ASDS Division Chief	RD SDS ASDS	ARD ASDS Division Chief and ASDS	RD SDS SDS
b. School Principal/Head Teachers Teachers In Charge Teacher and other Non- Teaching Personnel	ASDS School Head	SDS ASDS	ASDS School Head and ASDS	SDS SDS

**Applications of employees under the direct supervision of the SDS shall be recommended by ASDS and approved by SDS.*

4. This Memorandum shall take effect immediately upon its approval. All issuances, rules and regulations, and provisions which are inconsistent with this policy are hereby rescinded and modified.
5. Immediate dissemination of and strict compliance is directed.


GORGONIO G. DIAZ JR., PhD, CESO V
Schools Division Superintendent