DIVISION MEMORANDUM
No. __________, s. 2019

ADDENDUM TO THE DIVISION MEMORANDUM NO. 1032, S. 2019
RE: SIGNATORIES FOR ITINERARY AND CERTIFICATE OF TRAVEL COMPLETED

To: Secondary School Head - Implementing Unit
All Other Concerned

1. Signatories for teaching and non-teaching personnel for the Implementing Unit:
   a. For Itinerary of Travel - The Accountant for the Certification Reviewing the Travel and the School Principal for the approval of the Itinerary of Travel.
   b. Certificate of Travel Completed – School Principal
   c. Certification not Requiring Receipts – for Teachers (the Department Head)
   d. Certification not Requiring Receipts – for Non-teaching (the Administrative Officer IV)
   e. Certification not Requiring Receipts – For Department Head and Administrative Officer IV (School Principal)

2. This Memorandum shall take effect immediately.

3. For immediate dissemination and strict compliance.

Cristy C. EPE, CESE
Schools Division Superintendent

Ends: List Enclosures

References: To be indicated in the Perpetual Index under the following subjects:
SCHOOL DIVISION OF DIGOS CITY
DepEd Schools Division of Digos
RECORDS SECTION

November 28, 2019

To: Digos City

27 November 2019
SIGNATORIES FOR ITINERARY AND CERTIFICATE OF TRAVEL

To: ALL TEACHING AND NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION OFFICE AND SCHOOLS

1. Relative the Ease of Doing Business in this Schools Division Office the following guidelines and designations on the signatories of travel documents shall be observed:

   i. For the Schools Division Superintendent – the signatories are:
      1. Itinerary of Travel - the Accountant III for the Certification Reviewing the Travel and the Schools Division Superintendent on Approval of the I.T.
      2. Certificate of Travel Completed - Schools Division Superintendent.
      3. Certification not Requiring Receipts – Schools Division Superintendent.

   ii. For the Assistant Schools Division Superintendent - the signatories are:
      1. Itinerary of Travel - the Accountant III for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
      2. Certificate of Travel Completed is the Schools Division Superintendent.
      3. Certification not Requiring Receipts – Schools Division Superintendent.

   iii. For the Chief of the Curriculum Implementation Division (CID), Chief of the School Governance and Operations Division (SGOD), Information Technology Officer, Attorney III and Administrative Officer V – the signatories are:
      1. Itinerary of Travel are: the Accountant III for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
      2. Certificate of Travel Completed is the Assistant Schools Division Superintendent.
      3. Certification not Requiring Receipts – Schools Division Superintendent.

   iv. For the CID Personnel – the signatories are:
      1. Travel are: the Chief of the CID for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
      2. Certificate of Travel Completed is the Chief of the CID.
      3. Certification not Requiring Receipts – Chief of the CID.

   v. For the SGOD Personnel – the signatories are:
      1. Itinerary of Travel - the Chief of the SGOD for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval of the Travel.
      2. Certificate of Travel Completed is the Chief of the SGOD.
3. Certification not Requiring Receipts – Chief of the SGOD.

vi. For the Administrative Service Personnel - the signatories are:
   
1. Itinerary of Travel - the Administrative Officer V for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
2. Certificate of Travel Completed - Administrative Officer V.
3. Certification not Requiring Receipts – Administrative Officer V

vii. For the Accounting Personnel - the signatories are:
   
1. Itinerary of Travel - the Accountant III for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
2. Certificate of Travel Completed - the Accountant III.
3. Certification not Requiring Receipts – the Accountant III

viii. For the Budget Personnel - the signatories are:
   
1. Itinerary of Travel - the Administrative Officer V (Budget) for the Certification Reviewing the Travel and the Schools Division Superintendent for the Approval I.T.
2. Certificate of Travel Completed - the Accountant III.
3. Certification not Requiring Receipts – the Accountant III

ix. For School Heads – the signatories are:
   
   For Teaching and Non-Teaching in Schools – the signatories are:
   
1. Itinerary of Travel – the PSDS for the Certification Reviewing the Travel and the SDS for the Approval I.T.
2. Certificate of Travel Completed – the PSDS
3. Certification not Requiring Receipts – the PSDS

x. For Teaching and Non-Teaching in Schools – the signatories are:
   
1. For Itinerary of Travel – the School Head for the Certification Reviewing the Travel and the SDS for the Approval I.T.
2. Certificate of Travel Completed – the School Head
3. Certification not Requiring Receipts – the School Head

2. This Division Memorandum shall take effect immediately.
3. For immediate dissemination and strict compliance.

CRISTY C. EPE, CESE
Schools Division Superintendent