



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
 Tacloban City



DIVISION MEMORANDUM
 NO. 209 Series of 2023

April 18, 2023

SIGNING AUTHORITY ON THE APPLICATION FOR LEAVE (FORM 6)


To: CHIEF OF SGOD
 CHIEF OF CID
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 ELEMENTARY AND SECONDARY PRINCIPAL AND SCHOOL HEADS
 ELEMENTARY AND SECONDARY TEACHERS
 ADMINISTRATIVE OFFICER
 ALL OTHER CONCERNED

1. In consonance to Omnibus Rule for Leave, the Schools Division of Tacloban City through the Office of the Schools Division Superintendent hereby authorize the Administrative Officer V the responsibility to sign the application for leave for specific number of days as provided for under Department Order No. 08 series of 2021 "Otherwise known as Revised Signing Authorities For Administrative and Financial Matters in the Department of Education".
2. Based on the Scope of the Policy under D.O. No. 08 series of 2021, explicitly stated that, this policy covers Deped Offices and schools across all levels of governance and shall guide all employees and clients on accountabilities for various financial and administrative transactions and procedures in their respective offices. Other transactions requiring delegation of signing authority not specified in this Deped Order will be covered by the respective issuances of program/process owners concerned.
3. The signatories for the details of action on the application are as follows:

Office/Position	Up to 60 Calendar Days		More than 60 Calendar Days to 1 (one) year	
	Recommending Approval	Approval	Recommending Approval	Approval
Division Office ASDS/SDS	ARD	RD	ARD	RD
Division Chief	ASDS	SDS	ASDS	SDS

Below Division Chief	Division Chief	ASDS/AO V	Division Chiefs & ASDS	SDS
School Principal/Head Teacher/TIC	ASDS/ AO V	SDS	ASDS	SDS
Teaching/Non-Teaching Personnel	SCHOOL HEAD/SECTION, UNIT HEADS	ASDS/AO V	SCHOOL HEAD & ASDS/AO V	SDS

4. The Schools Division personnel are enjoined to observe and follow hereof.
5. For information and guidance, please contact or visit the office of the Human Resource Management of the Schools Division of Tacloban City.
6. Immediate and wide dissemination of this memorandum is highly desired.


JUDELLA R. LUMPAS, EdD, CESO VI
 Schools Division Superintendent

4/20/23
 11:37
