



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

January 22, 2025

**DIVISION MEMORANDUM**

No. 072, s. 2025

**AMENDMENT TO THE PROVISIONS OF DEPED ORDER NO. 017, s. 2024 ON SIGNING AUTHORITIES FOR FINANCIAL MATTERS IN THE DEPARTMENT OF EDUCATION**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Administrative Officer V  
Bids and Awards Committee  
All Others Concerned

1. Relative to DepEd Order No. 001, s. 2025 titled Amendments to the Provisions of DepEd Order No. 017, s. 2024 on Signing Authorities for Financial Matters in the Department of Education dated January 17, 2025, this office informs the field on Signing Authorities for Financial Matters in the Department of Education as follows:

**a. C. Bidding Documents and Other Procurement-Related Documents, Correspondences, or Notices in the Central Office**

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**For procurement projects, the following officials are hereby authorized to approve/disapprove the Resolution to Award (RTA) and issue the Notice of Award (NOA) based on their respective thresholds:**

<b>Amount Involved</b>	<b>Approving and Issuing Authority</b>
<b>Over P5 Million up to P50 Million</b>	<b>The Undersecretary concerned.</b>  <b>In case the Undersecretary concerned is a member of the BAC which the procurement project belongs to, or in the absence of the designated official, or in case he or she is on leave whether personal or official, Undersecretary Peter Irving C. Corvera, as the overall HoPE<sup>3</sup>, shall approve and issue the RTA and NOA.</b>
<b>Over P50 Million</b>	<b>Overall HoPE<sup>4</sup>, with the initial of Undersecretary concerned.</b>

<sup>1</sup> Bidding Documents and Other Procurement Related Documents, Correspondence or Notices

<sup>2</sup> Contracts, Purchase Orders, MOAs, and other Forms of Agreement

<sup>3</sup> All references to the designation "Overall HoPE" shall be understood to pertain to Undersecretary Peter Irving C. Corvera, by virtue of the authority conferred under Department Order No. 15, s. 2024, dated 18 October 2024, and Office Order No. OO-OSEC-2024-188, dated 09 August 2024.

<sup>4</sup> Ibid



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For other-procurement related documents:

Documents	Signing Authority (Approval)
<b>a. Annual Procurement Plan (AIP)</b> <b>b. Agency Procurement Compliance and Performance Indicator (APCPI);</b> <b>c. Certification – Undertaking of Early Procurement Activities (EPA); and</b> <b>d. Other procurement-related documents requiring signature of the overall HoPE.</b>	<b>Overall HoPe<sup>3</sup>, with prior recommending approval of the Undersecretary and Assistant Secretary for Procurement</b>

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**b. D. Contracts, Purchase Orders, MOAs, and Other Forms of Agreement**

XXX

For contracts awarded through public bidding, the following officials are hereby authorized to sign procurement contracts, purchase order, Memorandum of Agreement, or agreement in whatsoever form:

**i. Central Office**

Amount	Signing Official
<b>Not over P1 Million</b>	<b>Director or higher official concerned</b>  <b>However, if the procurement of the project subject of the RTA or NOA was undertaken by the BAC of which the Director or higher official concerned is a member, the contract/PO/MOA shall be approved/signed by the Undersecretary concerned.</b>
<b>Over P1 Million up to P5 Million</b>	<b>Assistant Secretary concerned.</b>  <b>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, the contract/PO/MOA shall be approved/signed by the Undersecretary concerned.</b>

<sup>3</sup>Ibid



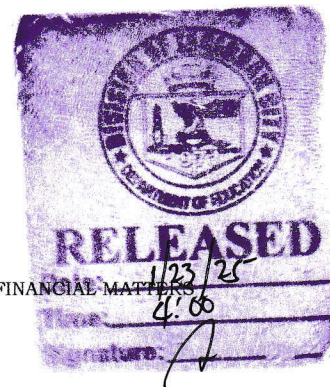


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<b>Over P5 Million up to P50 Million</b>	<b>The Undersecretary concerned</b>  <b>In case the Undersecretary concerned is a member of the BAC which the procurement project belongs to, or in the absence of the designated official, or in case he or she is on leave whether personal or official, the Overall HoPE<sup>6</sup> shall approve and sign the contract/PO/MOA.</b>
<b>Over P50 Million</b>	<b>Overall HoPE<sup>7</sup> with the initial of Undersecretary concerned.</b>

- All other provisions of DO 017, s. 2024 not covered by this Order shall continue to be in effect.
- Nothing in this Order shall preclude the Secretary from signing documents, when necessary, in the exigency of service, or from exercising his authority and mandate under Republic Act No. 9184<sup>8</sup> and other existing laws.
- This Order shall take effect immediately and shall remain in force until further orders. 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 (UPLC), UP Diliman, Quezon City.
- Please see DepEd Order No. 001, s. 2025 for more information and guidance.
- Immediate dissemination and strict compliance with this Memorandum is directed.

*Sherlita A. Palma*  
**SHERLITA A. PALMA EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Enclosures: none  
Reference: DepEd Order No. 001, s. 2025; DepEd Order No.017,s. 2024; DepEd Order No.001, S. 2023  
To be indicated in the Perpetual Index under the following subjects:

AMENDMENT                      PROVISIONS                      SIGNING AUTHORITY