



Republic of the Philippines
Department of Education
 Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

JAN 07 2025

DIVISION MEMORANDUM

No. 006, s. 2025

DELEGATION OF SIGNING AUTHORITY FOR FOREIGN TRAVEL

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID & SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Attached is **Regional Memorandum No. 1342 s.2024** dated December 27, 2024 and **DepEd Order No. 018 s.2024** dated December 13, 2024 titles "Delegation of Signing Authority for Foreign Travel".
2. Immediate and wide dissemination of this Memorandum is desired.

MARSETTE D. SABBALUCA, CESO VI
 Schools Division Superintendent

MARK ANTHONY J. TAN, PhD
 Chief Education Supervisor
 OIC-Assistant Schools Division Superintendent
 In-charge of the Division



Enclosure : As stated
 Reference : As stated
 Allotment : N/A
 No. of Pages : _____

To be indicate in the **Perpetual Index** under the following subjects:

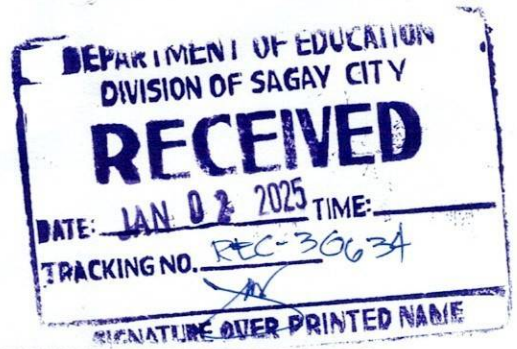
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(Enclosure No. 1 to Division Memorandum No. _____, s. 2025)





Republic of the Philippines
Department of Education
 REGION VI-WESTERN VISAYAS



Administrative Services Division

DEC 27 2024

REGIONAL MEMORANDUM

No. 1342, s. 2024

DELEGATION OF SIGNING AUTHORITY FOR FOREIGN TRAVEL

To: Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

- Attached is **DepEd Order No. 018 s. 2024** titled “**Delegation of Signing Authority for Foreign Travel**” signed by **Hon. Sonny Angara**, Secretary, Department of Education, Meralco Ave., Pasig City, Philippines.
- Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
 Regional Director

Encl.: As stated
 Reference: As stated

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

AUTHORITY OFFICIALS	BUREAUS AND OFFICES POLICY	EMPLOYEES SUPERVISION
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RSJ/ASD-RM-Dissemination-DO 018, s. 2024-Delegation of Signing Authority for Foreign Travel

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Republic of the Philippines
Department of Education

DEC 13 2024

DepEd ORDER
 No. 018, s. 2024

DELEGATION OF SIGNING AUTHORITY FOR FOREIGN TRAVEL

- To: Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents
 Public Elementary and Secondary School Heads
 All Others Concerned



1. Pursuant to the provisions of the Revised Administrative Code, Republic Act No. 9155, also known as *Governance of Basic Education Act of 2001*, and other existing laws, the Secretary may delegate authority to the officers and employees under his direction and promulgate the administrative issuances necessary for the efficient administration of the offices under the Secretary and for the proper execution of the laws.

2. In the exigency of service, and in order to augment the efficiency of functions and processes of the Department of Education (DepEd), DepEd Order (DO) No. 1, s. 2023 or the *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities*, as revised under DO 15, s. 2024 are hereby partially revised and modified as follows:

Office/Position	Recommending Approval	Approving Authority
Official Foreign Travel		
Central Office		
a. Undersecretary (Usec) and Assistant Secretary (ASec)	None	Usec for Senior Personnel Oversight-Office of the Secretary (SPO-OSEC)
b. Bureau/Service Director	Usec concerned	Usec for SPO-OSEC
c. Division Chiefs and below	Usec concerned	Usec for Human Resource and Organizational Development (HROD)
d. Offices/Unit/Staff Complement-OSEC Proper	None	Usec (Chief of Staff)

Regional Office		
a. Regional Director (RD) and Assistant Regional Director (ARD)	Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	RD	Usec for HROD
Schools Division Office		
a. Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	RD and Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	RD	Usec for HROD
Schools		
a. School Head	SDS and RD	Usec for HROD
b. Teaching and non-teaching personnel	SDS and RD	Usec for HROD
Attached Agencies		
a. Agency Head	Usec/Asec concerned	Usec for SPO-OSEC
Personal Foreign Travel		
Central Office		
a. Usec and ASec	None	Usec for SPO-OSEC
b. Bureau/Service Director	Usec concerned	Usec for SPO-OSEC
c. Division Chiefs and below	Bureau/Service Director and Usec/Asec concerned	Usec for HROD
d. Offices/Unit/Staff Complement-OSEC Proper	None	Usec (Chief of Staff)
Regional Office		
a. RD and ARD	Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	ARD	RD

Schools Division Office		
a. SDS and ASDS	RD and Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	SDS	RD
Schools		
a. School Head	SDS	RD
b. Teaching and non-teaching personnel	SDS	RD
Attached Agencies		
a. Agency Head	Usec/Asec concerned	Usec for SPO-OSEC

3. Nothing in this Order shall preclude the Secretary from signing any of the foregoing approvals, if necessary, in the interest of the service.

4. This Order partially amends Department Order 001, s. 2023 particularly Annex C thereof, and Office Order No. OO-OSEC-2024-197 dated August 16, 2024. All other provisions stated therein that are not consistent with this Order shall remain in effect. Additionally, other related issuances, rules, regulations, and provisions that are inconsistent with this Order are modified, amended, or repealed accordingly.

5. This Order shall take effect immediately and shall remain in force until superseded, in order to ensure continuity in the rendition of public service by the Department.

6. Immediate dissemination of this Order is directed.



(Handwritten Signature)
SONNY ANGARA
 Secretary