



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

26 Sep 2025

DIVISION MEMORANDUM

No. 318, s. 2025

REQUIRED NUMBER OF SIGNATURES FOR DOCUMENTS UNDER ARTA GUIDELINES

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Public Schools District Supervisors
School Heads (Public Elementary and Secondary Schools)
Division and School-Based Personnel Concerned

1. Pursuant to the Anti-Red Tape Act (ARTA) and its mandate to simplify and streamline government transactions, as well as DepEd Order No. 29, s. 2021 on the Streamlining of Systems, Procedures, and Documentary Requirements for all DepEd transactions, this memorandum sets forth the minimum required signatories for various school-based and functional division project proposals and related documents. The objective is to eliminate redundant layers of approval while promoting accountability and reducing unnecessary bureaucracy.

2. Below is the **comprehensive matrix** of required signatories:

I. School Project Proposals

Prepared	Allotment Available:	Reviewed & Recommending Approval:	Approved:	Total Signatures
School Principal	Budget Officer	SGOD Chief ES	Schools Division Superintendent	3

II. School Activity Request Form

Prepared	Reviewed & Recommending Approval:	Approved:	Total Signatures
School Principal	SGOD Chief ES	Schools Division Superintendent	2

III. School Realignment Project Proposals and Authority to Conduct Form

Prepared	Allotment Available:	Reviewed & Recommending Approval:	Approved:	Total Signatures
School Principal	Budget Officer	Assistant Schools Division Superintendent	Schools Division Superintendent	3



Republic of the Philippines

Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

IV. School E-SIP, AIP-WFP

Prepared:	Reviewed:	Recommending Approval:	Approved:	Total Signatures
School Principal	SGOD Chief ES	Assistant Schools Division Superintendent	Schools Division Superintendent	3
School Principal	SGOD Chief ES	Assistant Schools Division Superintendent	Schools Division Superintendent	3

V. School Obligation Request and Status

Certified Charges to Appropriation:	Allotment Available: Non-IUs /IUs	Total Signatures
School Principal	Budget Officer/ Book Keeper	2

VI. Disbursement Voucher

Certified Expenses/ Cash Advance	Certified Cash Available: Non IUs /IUs	Approved:	Total Signatures
Principal	Accountant /Book Keeper	Schools Division Superintendent	3

VII. Functional Division Project Proposals

Division	Prepared:	Allotment Available:	Reviewed & Recommending Approval:	Approved:	Total Signatures
SGOD MOOE Projects	SGOD Proponent	Budget Officer	SGOD Chief ES	Schools Division Superintendent	3
SGOD Sub-ARO Projects	SGOD Chief ES	Budget Officer	Assistant Schools Division Superintendent	Schools Division Superintendent	3
CID MOOE Projects	CID Proponent	Budget Officer	CID Chief ES	Schools Division Superintendent	3
CID Sub-ARO Projects	CID Chief ES	Budget Officer	Assistant Schools Division Superintendent	Schools Division Superintendent	3
OSDS MOOE Projects	OSDS Proponent	Budget Officer	AO V and Unit Heads	Schools Division Superintendent	3
OSDS Sub-ARO Projects	OSDS Unit Heads	Budget Officer	Assistant Schools Division Superintendent	Schools Division Superintendent	3



Republic of the Philippines

Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

VIII. Functional Division Obligation Request

Certified Charges to Appropriation:	Allotment Available:	Total Signatures
SGOD Chief ES	Budget Officer	2
CID Chief ES	Budget Officer	2
OSDS Unit Heads	Budget Officer	2

IX. Functional Division Disbursement Voucher

Certified Expenses/ Cash Advance	Certified Cash Available:	Approved:	Total Signatures
SGOD Chief ES	Accountant	Schools Division Superintendent	3
CID Chief ES	Accountant	Schools Division Superintendent	3
OSDS Unit Heads	Accountant	Schools Division Superintendent	3

X. Functional Division AIP-WFP

Prepared:	Budget Allocation:	Reviewed:	Approved:	Total Signatures
SGOD Personnel	Budget Officer	SGOD Chief ES	Schools Division Superintendent	3
SGOD Chief ES	Budget Officer	Assistant Schools Division Superintendent	Schools Division Superintendent	3
CID Personnel	Budget Officer	CID Chief ES	Schools Division Superintendent	3
CID Chief ES	Budget Officer	Assistant Schools Division Superintendent	Schools Division Superintendent	3
OSDS Personnel	Budget Officer	AO V and Unit Heads	Schools Division Superintendent	3
OSDS AO V and Unit Heads	Budget Officer	Assistant Schools Division Superintendent	Schools Division Superintendent	3



Republic of the Philippines

Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

XI. Travel Within Official Station on Official time

per DepEd Order 43 s. 2022 and DepEd Order 46 s. 2022

a. Functional Division Personnel on Official Time (**Locator**)

Office/Position	Recommending Authority:	Approving Authority:	Total Signatures
SGOD Personnel	SGOD Chief ES	Schools Division Superintendent	2
CID Personnel	CID Chief ES	Schools Division Superintendent	2
OSDS Personnel	Assistant Schools Division Superintendent	Schools Division Superintendent	2

b. School Personnel on Official Time (**Locator**)

Office/Position	Recommending Authority:	Approving Authority:	Total Signatures
School Head	Assistant Schools Division Superintendent	Schools Division Superintendent	2
Teaching and Non-Teaching Personnel		School Principal	1

XII. Travel Outside Official Station on Official Business (**Travel Authority**)

Office/Position	Recommending Authority:	Approving Authority:	Total Signatures
School Head	Assistant Schools Division Superintendent	Schools Division Superintendent	2
School Based Teaching and Non-Teaching Personnel	School Head	Schools Division Superintendent	2
Division Non-Teaching Personnel	Assistant Schools Division Superintendent	Schools Division Superintendent	2



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

XIII. Travel Outside Official Station on Official Time or Business (Travel Order**)**

Office/Position	Recommending Authority	Approving Authority	Total Signatures
School Head	Assistant Schools Division Superintendent	Schools Division Superintendent	2
School Based Teaching and Non-Teaching Personnel	Assistant Schools Division Superintendent	Schools Division Superintendent	2
Division Non-Teaching Personnel	Assistant Schools Division Superintendent	Schools Division Superintendent	2

(NOTE) References: Types of Travel

Type	When Used	Within/Outside Station	Expenses Claimed?	Document Needed	Legal Basis
Official Time (OT)	refers to official travel wherein no government expenses shall be incurred/spent, except for the payment of salaries and other benefits of the official or employee who is on travel.	Within official station	No Expenses Claimed	Locator Slip	DepEd Order 22 s. 2019
Travel Order (TO)	For official business travel, employee is performing official functions (still work-related)	Outside official station	With Expenses (fare, per diem, or lodging, etc.) Claimed	Travel Order (TO)	Executive Order No. 77, s. 2019
Travel Order (TO)	For official time travel, employee is still considered present even if away from his actual workstation.	Outside official station	No Expenses Claimed	Travel Order (TO)	Executive Order No. 77, s. 2019



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

Travel Order (TO)	For personal travel with approved leave of absence filed.	Outside official station	No Expenses Claimed	Travel Order (TO)	CSC Omnibus Rules on Leave (Rule XVI)
--------------------------	--	--------------------------	----------------------------	-------------------	---------------------------------------

XIV. Research, Innovation, Application of Education Initiatives, and L&D Application

Prepared:	Reviewed:	Recommending Approval:	Approved:	Total Signatures
School Based Personnel and Division Personnel	Committee Chair	Assistant Schools Division Superintendent	Schools Division Superintendent	3

XV. Leave Form Application
a. Form 6

Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
Division Office	Recommending Approval:	Approval:	Recommending Approval:	Approval:
SDS/ASDS	Assistant Regional Director	Regional Director	Assistant Regional Director	Regional Director
Division Chief	Assistant Schools Division Superintendent	Schools Division Superintendent	Assistant Schools Division Superintendent	Schools Division Superintendent
Below Division Chief	Division Chief	Assistant Schools Division Superintendent	Division Chief and ASDS	Schools Division Superintendent



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

Form 6

Schools	Recommending Approval:	Approval:	Recommending Approval:	Approval:
Principal/Head Teacher/TIC	Assistant Schools Division Superintendent	Schools Division Superintendent	Assistant Schools Division Superintendent	Schools Division Superintendent
Teachers and Non-Teaching Personnel	School Head	Assistant Schools Division Superintendent	School Head and ASDS	Schools Division Superintendent

b. Leave Transmittal Form (School Based)

Prepared:		Verified Correct	Noted:	Total Signatures
AO/ADAS	School Head	Division HR Personnel	Administrative Officer V	3

XVI. Specialist Certification Requirement

All project or activity proposals, including those related to research, innovation, application of education, and application of learning and development that involve any of the following areas shall be accompanied by a certification or concurrence from the concerned specialist or division supervisor:

- Learning Areas – CID Education Program Supervisor
- Education Facilities - Engineer
- Disaster Risk Reduction Management – DRRM Focal Person
- Information and Communication Technology – IT Officer
- School Management Monitoring and Evaluation
- Medicines and Health Programs – Medical Officer/Dentist-In-Charge
- Student Trainings – YFP Focal Person Elementary and Secondary
- Trainings for Teaching and Non-Teaching Personnel – SEPS HRD
- Sports Activities and Programs – SGOD Education Program Supervisor

2. All documents must not exceed **3** signatories, consistent with ARTA's standard processing timeframes and rationalized approval layers. Any deviation shall be subject to prior justification and approval of the SDS.



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

3. For strict compliance.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encl.: None

References:

Republic Act No. 9485 (Anti-Red Tape Act of 2007)

DepEd Memo No. 87, s. 2021 "Reiteration of the Ease of Doing Business and Efficient Government Service Delivery Act"

DepEd Order No. 29, s. 2021 "Streamlining of Systems and Procedures
and Documentary Requirements for All DepEd Transactions"

To be indicated perpetual index under the following subjects:

REQUIREMENTS

DOCUMENTS

SCHOOL

POLICY

GUIDELINES

OSDS/AOV-MCS/September 25, 2025