



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

2 Feb 2026

DIVISION MEMORANDUM

No. 052, s. 2026

CORRIGENDUM TO DIVISION MEMORANDUM NO. 318, S. 2025
Titled: "Required Number of Signatures for Documents under ARTA Guidelines"

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

1. This corrigendum is issued to revise and clarify the signatory requirements indicated in Division Memorandum No. 318, s. 2025, specifically for the following documents:

- 1.1 School Project Proposal
- 1.2 School Activity Request Form
- 1.3 School Realignment Project Proposals and Authority to Conduct Form

2. The review and recommendation for approval of the aforementioned documents shall be undertaken by the Chief-ES of the School Governance and Operations Division (SGOD) in coordination with the Division Budget Officer. This clarification acknowledges that Work and Financial Plans (WFPs), Authority to Conduct activities, and other related planning documents are operationally managed and technically evaluated by the SGOD and Finance Offices.

3. This now constitutes the Revised Signatory Matrix.

I. School Project Proposals

Prepared	Allotment Available:	Reviewed & Recommended for Approval	Approved	Total Signatures
School Principal	Budget Officer (Non IUs) Bookkeeper (IUs)	SGOD Chief ES	Schools Division Superintendent	3

II. School Activity Request Form

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



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III. School Realignment Project Proposals and Authority to Conduct Form

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

4. Also, please be informed that the references to DepEd Memorandum No. 87, s. 2021 and Department of Education Order No. 29, s. 2021, which were used in Division Memorandum No. 318, s. 2025, are hereby deleted. This clarification is issued to ensure accuracy and prevent any possible misinterpretation.

5. With this, the following references shall be used instead:

- 5.1 Republic Act No. 11032 – Ease of Doing Business and Efficient Government Service Delivery Act of 201
- 5.2 ARTA Memorandum Circular No. 2024-05 – Guidelines on the Implementation of the Three (3) Signatories Rule
- 5.3 DepEd Order No. 008, s. 2021 – Revised Signing Authorities for Administrative and Financial Matters in the Department of Education

6. All other provisions of Division Memorandum No. 318, s. 2025, not affected by this corrigendum, shall remain in full force and effect.

7. Immediate dissemination and strict compliance with this corrigendum are directed.


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

References: As stated

To be indicated perpetual index under the following subjects:

THREE SIGNATORIES RULE

OSDS/MCS/February 2, 2026