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

28 Oct 2026

DIVISION MEMORANDUM
No. 418, s. 2026

UPDATED 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 **matrix** of required signatories:

I. School Project Proposals

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

II. School Activity Request Form

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

III. School Realignment Project Proposals and Authority to Conduct Form

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

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:**	**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

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(045) 901-9498/angeles.city@deped.gov.ph

3. 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.

4. Immediate dissemination of and strict compliance with this Memorandum are directed.

[redacted]
Digitally signed by
Ma. Irelyn P.
Tamayo
Date: 2026.10.28
15:02:20 +08'00'

MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent [redacted]

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:

NUMBER OF SIGNATURES FOR DOCUMENTS UNDER ARTA GUIDELINES

MCS/AOV/October 28, 2026