



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER

NO. 24

Series of 2001

SUBJECT: SIGNING AUTHORITY FOR EXPENDITURES/ DISBURSEMENTS
FUNDED BY THE HIGHER EDUCATION DEVELOPMENT FUND
(HEDF)

For and in the interest of the service and efficiency of operations in the utilization of the Higher Education Development Fund (HEDF), effective immediately the signatories for all classes of claims shall be as follows:

A. On Disbursement Voucher:

Box "A"

Box "B"

Box "C" - Up to P500T
Above P500T including
DVs originating from
HEDFS

Signatory

Director/Assistant Director/OIC-Designate
of originating Office
Chief Accountant, HEDF
Director/OIC-Designate, HEDF

Chairman

B. On Purchase Order/Job Order:

Availability of Fund

Approval - Up to P200T

Above 200T

Chief Accountant, HEDF
Director/OIC-Designate, HEDF
Chairman

C. On Checks:

Signing - Irrespective of amount

Countersigning - Up to P200T

Above P200T

Cashier
Director/OIC-Designate, HEDF
Chairman

Pasig City, Philippines, July 10, 2001.


ESTER A. GARCIA
Chairman