



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDDUKASYON, KULTURA AT ISPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Meralco Avenue  
Pasig, Metro Manila

TANGGAPAN NG KALIHIM  
(OFFICE OF THE SECRETARY)

August 6, 1999

DECS ORDER  
No. 82, s. 1999

**SIGNING AUTHORITY FOR THE THIRD ELEMENTARY EDUCATION  
PROJECT (TEEP) AND SECONDARY EDUCATION DEVELOPMENT  
AND IMPROVEMENT PROJECT (SEDIP)**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Center Directors  
Schools Superintendents  
Chiefs of Divisions  
Other Offices/Personnel Concerned

1. In line with the DECS' decentralization thrust and to accelerate the implementation of the TEEP and SEDIP, the signing authority for financial and other essential activities at the Central and Division levels shall be as follows:

2. Secretary

- a. Approval of disbursement vouchers above Three Million Pesos.
- b. Approval of contracts, purchase orders and memorandum of agreements and related matters above Three Million Pesos.
- c. Countersigning of checks above One Million Five Hundred Pesos.
- d. Granting of cash advances above Five Hundred Thousand Pesos.
- e. Approval of foreign travels related to project activities.

The signing authority shall be exercised by the Secretary except those that may require the approval of the Office of the President. In the absence or inability of the Secretary, any of the Undersecretaries shall assume the above stated authority unless specifically delegated to other offices.

3. Project Director.

- a. Approval of disbursement vouchers amounting to Three Million Pesos and below.
- b. Approval of contracts, purchase orders, memorandum of agreements and related matters amounting to Three Million Pesos and below.
- c. Granting of cash advances amounting to Five Hundred Thousand Pesos and below.
- d. Signing of checks above One Million Five Hundred Thousand Pesos.
- e. Countersigning of checks amounting to One Million Five Hundred Thousand Pesos and below.
- f. Endorsing annual budget proposal for the project.
- g. Endorsing approval of matters that will involve Department policy decision.
- h. Signing of loan withdrawal applications and other documents for submission to IBRD, ADB and OECF.

In the absence or inability of the Project Director, any of the Deputy Project Directors or Undersecretaries shall assume the above stated authority unless specifically delegated to other officers.

4. Project Manager

- a. Approval of vouchers amounting to One Million Five Hundred Thousand and below.
- b. Approval of contracts, purchase orders, memorandum of agreements and related matters amounting to One Million Pesos and below.
- c. Granting of cash advances amounting to Two Hundred Thousand Pesos and below.
- d. Approval of travel (local), conduct seminars, workshops and related matters.
- e. Signing of checks amounting to One Million Five Hundred Thousand Pesos and below.
- f. Countersigning of checks amounting to Two Hundred Fifty Thousand Pesos and below.

In the absence or inability of the Project Manager, the Deputy Project Manager shall assume the above stated authority unless specifically delegated to other officers.

5. Deputy Project Manager

- a. Approval of disbursement vouchers amounting to Five Hundred Thousand Pesos and below.
- b. Approval of contracts, purchase orders, memorandum of agreements and related matters amounting to Five Hundred Thousand Pesos and below.
- c. Granting of cash advances amounting to One Hundred Thousand Pesos and below.
- d. Signing of payroll for personnel services and related matters.
- e. Signing of checks amounting to Two Hundred Fifty Thousand Pesos and below.

6. The preparation and custody of checks for Central Office transactions shall remain to be maintained by DECS Central Office Cashier.

7. Schools Division Superintendent

- a. Approval/signing of contracts, purchase orders, memorandum of agreements, vouchers and related matters for civil works amounting to Twelve Million Pesos and below.
- b. Countersigning of checks for civil works amounting to Three Million Pesos and below.
- c. Approval/signing of contracts, purchase orders, memorandum of agreements, vouchers and related matters and countersigning of checks for non-civil works capital outlay, and maintenance and other operating expenses amounting to Two Million Five Hundred Thousand Pesos and below.
- d. Approval of expenditures and countersigning of checks for personal services.

In the absence or inability of the Schools Division Superintendent, any authorized designated officer shall assume the above stated functions.

8. Schools Division Cashier

- a. Signing of checks for civil works amounting to Three Million Pesos and below.

8. Signing of checks for non-civil works capital outlay and maintenance and other operating expenses amounting to Two Million-Five Hundred Thousand Pesos and below.
9. Signing of checks for personal services.

All documents and checks whose amounts exceed the authority of the Schools Division Superintendent and Cashier should be hand-carried for signature of the proper DECS officials.

9. This Order supersedes previous issuances on signing authority for the Third Elementary Education Project which are inconsistent hereto.
10. All DECS offices and personnel are advised to observe and be guided by this Order on matters pertaining to TEEP and SEDIP implementation.
11. For immediate dissemination and implementation.

*Andrew Gonzalez*  
ANDREW GONZALEZ, FSC  
Secretary

References:

DECS Orders Nos. 43 and 79, s. 1988 and 11, s. 1989

Allotment: 1--(D.O. 50-97)

To be indicated in the Report under the following subjects:

AUTHORITY  
OFFICIALS  
PROJECTS (TEEP and SEDIP)