



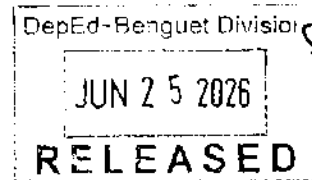
Republic of the Philippines
Department of Education
Schools Division of Benguet

25 June 2026

DIVISION MEMORANDUM
No: 236 s.2026

**SIGNING AUTHORITIES FOR VARIOUS OFFICIAL TRANSACTIONS
OF THE SCHOOLS DIVISION OFFICE OF BENGUET**

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
SDO Staff and Personnel (OSDS, CID, SGOD)
Secondary and Elementary School Principal
Head Teachers/Teacher-in-Charge,
Teaching and Non-Teaching Personnel
All Others Concerned



1. To ensure the efficient processing of transactions of personnel at the school, district and division levels of the Schools Division of Benguet, this office issues the outline for the authorized signing authorities for different official transactions.

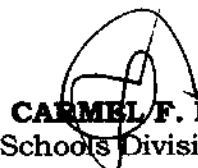
Transactions	Recommending Approval	Approving Authority
1. Locator Slips		
a. School Heads	None	Public Schools District Supervisor/In-Charge
b. Teaching and Non-Teaching Personnel	None	School Principal
2. Authority to Travel for District activity conducted within the district		
a. School Heads	None	Public Schools District Supervisor/In-Charge PSDS
b. Teaching and Non-Teaching Personnel	School Head	
3. Travel Outside the District but within the Division		
a. School Heads	PSDS	Assistant Schools Division Superintendent
b. Teaching and Non-Teaching Personnel	School Heads	
4. Travel outside the Division		
a. School Head	Assistant Schools Division Superintendent	Schools Division Superintendent
b. Teaching and Non-Teaching Personnel	School Head	
5. Authority to Travel of Division Chief, including PSDS/PSDIs		
6. Certificate of Travel Completed		
7. Itinerary of Travel		



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Transactions	Recommending Approval	Approving Authority
8. Certificate of Load Allowance of School Heads	None	SGOD Chief
9. Application for Leave and Return to Duty	Immediate Supervisor	Assistant Schools Division Superintendent
a. School Heads	Public Schools District Supervisor/In-Charge PSDS	
b. Teaching and Non-Teaching Personnel	School Head	
10. Project Proposal for School and District Lead Activities		
a. School Based	School Head	PSDS
b. District Based	PSDS	Assistant Schools Division Superintendent
11. Request for Service Credits	PSDS	Assistant Schools Division Superintendent
12. Certificate of Appearance for Trainings and Seminars (Originally signed)	None	Program owner

2. For information, guidance and strict compliance.



CARMEL F. MERIS
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent