



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

1 March 2021

Division MEMORANDUM
No. 097, s. 2021

**REVISED SIGNING AUTHORITIES FOR ADMINISTRATIVE AND FINANCIAL
MATTERS IN THE DEPARTMENT OF EDUCATION**

To : Assistant Schools Division Superintendent
Chiefs of Functional Division
Section Heads
PSDSs & DICs
School Heads
This Division

1. Pursuant to the provisions of Republic Act No. 11032 re: Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations, and reinforced by DepEd Order 008, s. 2021, this office reiterates the revised signing authorities for different administrative, procurement, and financial matters.
2. The revised policy promotes integrity and accountability in government service, foster proper management of public affairs and public property, establish practices aimed at the efficient turnaround in the delivery of government services, and prevent graft and corruption in government. It will ensure standard implementation of rules and processes as part of the financial management and procurement reform initiatives of DepEd.
3. For further details, please refer to DO 008, s. 2021.
4. The revision on the signing authority shall take effect immediately.
5. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: *Enclosure 01 to DM 097, s. 2021*

Reference:
RA 11032

DO 008, s. 2021



 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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To be indicated in the Perpetual Index
 under the following subjects:

AMENDMENT AUTHORITY	FUNDS OFFICIALS	POLICY ALLOWANCE	SERVICES
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LGKG/DM- REVISED SIGNING AUTHORITIES
 097 /MARCH 01, 2021

Enclosure 01 to DM 097, s. 2021

**REVISED SIGNING AUTHORITIES FOR ADMINISTRATIVE AND FINANCIAL
 MATTERS IN THE DEPARTMENT OF EDUCATION**

• **SIGNING OF AUTHORITIES FOR ADMINISTRATIVE MATTERS**

*Appointment to Regular/ Permanent Plantilla Positions and Coterminous
 Positions (with Plantilla Items)*

1. Executive Officials

Office/ Position	Recommending Approval	Appointing Authority
a. Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	Secretary	President of the Republic of the Philippines

2. Employees and Teaching Personnel

Office/ Position	Certification		Appointing Authority
	Compliance with Requirements	Screening and Qualifications of Appointees	
a. Division Chief and below	Administrative Officer V, Administrative Section or	ASDS	SDS
b. School Head and below	Highest Ranking HRMO		



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3. Designation of Officers In-Charge (OIC) and Special Disbursing Officers (SDOs)

Office/ Position	Recommending Approval	Appointing Authority
a. SDS/ ASDS	Undersecretary/ Assistant Secretary for Field Operations, after endorsement by RD/ ARD	Secretary
b. Division Chiefs and School Heads	ASDS	SDS

• **PERSONNEL MOVEMENTS**

Reassignment and Transfer of DepEd Employees to Another DepEd Unit/ Office

1. Schools Division Office

Position	Within the Division		To CO or another Division/ Region	
	Recommending Approval	Approval	Recommending Approval	Approval
SDS/ASDS	N/A	N/A	Undersecretary/ Assistant Secretary for Field Operations, after endorsed by RD/ ARD	Secretary
Division Chief	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/ Undersecretary/ Assistant Secretary concerned for CO
Below Division Chief	Division Chief	SDS	SDS	RD of Originating Region and RD of Receiving Region/ Undersecretary/ Assistant



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				Secretary concerned for CO
School Head	ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/ Undersecretary/ Assistant Secretary concerned for CO
Teaching and other non-teaching positions in the school	School Head and ASDS	SDS	SDS	RD of Originating Region and RD of Receiving Region/ Undersecretary/ Assistant Secretary concerned for CO

• **LOCAL TRAVEL**

1. Division Office

Office/ Position	Recommending Approval	Appointing Authority
a. SDS		RD- for destinations outside the Division only
b. ASDS		SDS- for destinations within the Region
	SDS- for destinations outside the Region	RD- for destinations outside the Region only
c. Division Chief	ASDS	SDS
d. Below Division Chief including PSDS	Division Chief	SDS

2. School

Office/ Position	Recommending Approval	Appointing Authority
a. School Head	ASDS	SDS



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b. Teaching and non-teaching personnel		School Head- for destinations within the Division
	School Head- for destinations outside the Division	SDS- for destinations outside the Division

• **PERMISSION TO OUTSIDE STUDY, TEACH OR PRACTICE A PROFESSION**

1. Schools Division Office

Office/ Position	Recommending Approval	Appointing Authority
a. SDS/ASDS	ARD	RD
b. Division Chief	ASDS	SDS
c. Below Division Chief	Division Chief	SDS

2. School

Office/ Position	Recommending Approval	Appointing Authority
a. Principal/ School Head	ASDS	SDS
b. Teaching and other School non-teaching personnel	School Head and ASDS	SDS

• **APPLICATIONS FOR SICK/VACATION/ STUDY/ MATERNITY/ PATERNITY LEAVE AND GRANT OF SERVICE CREDITS FOR TEACHERS**

1. Sick/ Vacation/ Study/ Maternity/ Paternity Leave

Position	Up to 60 Calendar Days		More than 60 Calendar Days to One (1) Year	
	Recommending Approval	Approval	Recommending Approval	Approval
Division Office				
SDS/ASDS	ARD	RD	ARD	RD
Division Chief	ASDS	SDS	ASDS	SDS
Below Division Chief	Division Chief	ASDS	Division Chief and ASDS	SDS





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School				
Principal/ Head Teachers/ TIC	ASDS	SDS	ASDS	SDS
Teaching and non- teaching personnel	School Head	ASDS	School Head and ASDS	SDS

2. Grant of Service Credits of Teachers

- It will be signed by SDS upon recommendation of the School Head.
 Please refer to **DepEd Order No. 53, s. 2003 (Updated Guidelines on Grant of Vacation Service Credits to Teachers)** and **DepEd Order No. 84, s. 2003 (Addendum to DepEd Order No. 53, s. 2003)**.

• RETIREMENT/ RESIGNATION/ TERMINATION OF APPOINTMENT/ DROPPING FROM THE ROLLS

1. Retirement

Particular	Signatories	
	Division Office	School
1. On cash advances, accounts receivable, and traveling expenses paid in advance	Head of Accounting Unit	Bookkeeper/ Disbursing Officer
2. On cash accountability	Head of Accounting Unit	Bookkeeper/ Disbursing Officer
3. On Provident Loan	Head of Accounting Unit	Head of Accounting Unit of SDO
4. On property accountability	Head of Admin	Supply Officer/ Designated Property Custodian
5. On attendance records and salary overpayment	Head of Admin	School Head
6. On pending administrative case	Legal Officer	Legal Officer of the SDO
7. On records borrowed	Records Officer	School Head
8. On books/ materials borrowed	Librarian or counterpart	Librarian or designated librarian
9. Tools, Instruments and Equipment borrowed		





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Recommending Approval	SDS	School Head
Approval	SDS	SDS

2. Resignation

Office/ Position	Recommending Approval	Approval
Schools Division Office		
Division Chief	ASDS	SDS
Below Division Chief	Division Chief	SDS
School		
Principal/ Head Teacher	ASDS	SDS
Teacher and other School Non- Teaching Personnel	School Head and ASDS	SDS

3. Termination of Appointment and Dropping from the Rolls

Office/ Position	Recommending Approval	Approval
Schools Division Office		
SDS/ ASDS	Secretary	President of the Republic of the Philippines
Division Chief	ASDS	SDS
Below Division Chief	Division Chief & SDS	SDS
School		
Principal/ Head Teacher	ASDS	SDS
Teacher Personnel	School Head and ASDS	SDS
Non- Teaching Personnel	School Head and ASDS	SDS

• Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI)

Office/ Position	Recommending Approval	Approval
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Schools Division Office	Chief of Personnel Division & Director of BHROD	Undersecretary/ Assistant Secretary in-charge of Personnel
SDS/ ASDS		
Division Chief and below	Chief of Admin and ASDS	SDS
School		
School Head, Teachers, and Non- Teaching Personnel	Chief of Admin and ASDS	SDS

• **Equivalent Record Form (ERF)**

Endorsement (School)	Recommending Approval (SDO)	Approval (RO)
School Head	Head of Admin, SDS	Regional Director

• **Authority to render overtime services**

Governance Level	Recommending Approval	Approval
Division Chief and below	ASDS	SDS

• **Property and Supply Issuances**

Forms	Recommending Approval	Approval
1. Report on the Physical Count of Inventories (RPCI)	AO V	SDS
2. Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	AO V	SDS
3. Report on Supplies and Materials Issued (RMSI)	Division Supply Officer	AO V
4. Inspection and Acceptance Report (IAR)	Inspection Officer/ Inspection Committee	Division Supply Officer
5. Waste Materials Report (WMR)	Division Supply Officer	Chairman, Disposal Committee
6. Relief of Accountability- Semi Expendables	Property Custodian	AO V



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7. Relief of Accountability- PPE	AO V	COA- DO
Requesting Party		Approval
1. Inventory and Inspection Report of Unserviceable Property (IIRUP)	Division Supply Officer	Chairman, Disposal Committee
2. Requisition and Issue Slip (RIS) for semi-expandable items and consumables	Accountable Officer (DepEd Employee)	Head of requisitioning office
3. Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	Division Supply Officer
4. Report on Lost, Stolen, Damaged, Destroyed Property (RLSDDP)	Accountable Officer (DepEd Employee), noted by Immediate Supervisor	COA-DO
Issuing Party		Receiving Party
1. Inventory Custodian Slip (ICS)	Division Supply Officer	Accountable Officer
2. Property Acknowledgement Receipt (PAR)	Division Supply Officer	Accountable Officer
3. Property Transfer Report (PTR)	Division Supply Officer	Supply Officer of receiving office

• **Elementary and Non-IU Secondary Schools**

Forms	Recommending Approval	Approval
1. Report on the Physical Count of Inventories (RPCI)	Division Supply Officer	SDS
2. Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	Division Supply Officer	SDS
3. Report on Supplies and Materials Issued (RMSI)	Division Supply Officer	SDS
4. Inspection and Acceptance Report (IAR)	Inspection Officer/ Inspection Committee	Division Supply Officer
5. Waste Materials Report (WMR)	Division Supply Officer	Chairman, Disposal Committee



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6. Relief of Accountability- Semi Expendables	Property Custodian	Division Supply Officer
7. Relief of Accountability- PPE	Division Supply Officer	COA- DO

	Requesting Party	Approval
1. Inventory and Inspection Report of Unserviceable Property (IIRUP)	Division Supply Officer	Chairman, Disposal Committee
2. Requisition and Issue Slip (RIS) for semi-expandable items and consumables	Accountable Officer (DepEd Employee)	SDS
3. Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	SDS
4. Report on Lost, Stolen, Damaged, Destroyed Property (RLSDDP)	Accountable Officer (DepEd Employee), noted by Immediate Supervisor	COA-DO

	Issuing Party	Receiving Party
1. Inventory Custodian Slip (ICS)	Division Supply Officer	Accountable Officer
2. Property Acknowledgement Receipt (PAR)	Division Supply Officer	Accountable Officer
3. Property Transfer Report (PTR)	Division Supply Officer	Supply Officer/ Property Custodian receiving office

• **Secondary School (IUs)**

Forms	Recommending Approval	Approval
1. Report on the Physical Count of Inventories (RPCI)	Supply Officer / Property Custodian	School Head
2. Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	Supply Officer / Property Custodian	School Head
3. Report on Supplies and Materials Issued (RMSI)	Property Custodian	Supply Officer
4. Inspection and Acceptance Report (IAR)	Inspection Officer / Inspection Committee	Supply Officer / Property Custodian





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5.Waste Materials Report (WMR)	Supply Officer/ Property Custodian	Chairman, Disposal Committee
6.Relief of Accountability- Semi Expendables	Property Custodian/ School Head	Supply Officer
7.Relief of Accountability- PPE	Division Supply Officer	COA- DO

Requesting Party

Approval

1.Inventory and Inspection Report of Unserviceable Property (IIRUP)	Accountable Officer (DepEd Employee)	Chairman, Disposal Committee
2.Requisition and Issue Slip (RIS) for semi-expandable items and consumables	Accountable Officer (DepEd Employee)	School Head
3.Requisition and Issue Slip (RIS) for PPE	Accountable Officer (DepEd Employee)	School Head
4.Report on Lost, Stolen, Damaged, Destroyed Property (RLSDDP)	Accountable Officer (DepEd Employee), noted by Immediate Supervisor	COA-DO

Issuing Party

Receiving Party

1.Inventory Custodian Slip (ICS)	Supply Officer/ Property Custodian	Accountable Officer
2.Property Acknowledgement Receipt (PAR)	Supply Officer/ Property Custodian	Accountable Officer
3.Property Transfer Report (PTR)	Supply Officer/ Property Custodian	Supply Officer/ Property Custodian receiving office

SIGNING AUTHORITIES FOR FINANCIAL AND PROCUREMENT MATTERS

- **Activity Request (AR) and Authority to Procure (ATP)/ Purchase Request**

Office/ Amount Involved	Requesting Official	Certification of Availability of Allotment	Approving Official
Schools Division Office			
Up to the extent of allotment received	Division Chief/ Unit Head	Budget Officer	SDS

Procurement projects and/or activities that are incorporated in the approved WFP, or AIP where applicable, and in the approved APP, shall be



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undertaken upon the approval of the ATP/ PR, prepared in accordance with the prescribed form and observing the following signing authorities:

Office/ Amount Involved	Requesting Official	Approving Official	Certification of Availability of Allotment
Schools Division Office Up to the extent of allotment received	Division Chief/ Unit Head/ Supply Officer	SDS	Budget Officer
IU School Up to the extent of allotment received	AO, or in his/her absence, the Designated School Property Custodian	SH or the School's OIC designated by the SDS	Designated Budget/ Finance Staff (AO or ADAS II/III)
Non-IU School Up to the extent of allotment received	Officer designated by the SH or Designated School Property Custodian	SH or the School's OIC designated by the SDS	Budget Officer (AOV) or Designated Budget/ Finance Staff

• **BIDDING DOCUMENTS AND OTHER PROCUREMENT-RELATED DOCUMENTS, CORRESPONDENCE OR NOTICES**

Office/ Amount Involved	Approving (i.e., RTA) and Issuing (i.e. NOA) Official
Schools Division Office Up to the extent of allotment received	SDS
IU School Up to the extent of allotment received	SDS
Non-IU School Up to the extent of allotment received	SH or the School's OIC designated by the SDS

• **CONTRACTS, PURCHASE ORDERS, MOAs and OTHER FORMS OF AGREEMENT**

- Contracts, PO, MOA, or any agreement in whatsoever form, to be executed pursuant to an approved RTA and NOA shall be certified with the Availability of Funds by the ff:*

Office/ Amount Involved	Signing Official
Schools Division Office	Accountant
IU School	School's Accountant/ Bookkeeper



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Non-IU School	School's Bookkeeper In-charge (ADAS III)
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2. The procurement Contract, PO, MOA, or any agreement in whatsoever form, shall be signed by the ff officials:

Office/ Amount Involved	Signing Official
Schools Division Office	
Up to the extent of allotment received	SDS
IU School	
Up to the extent of allotment received	SH or the School's OIC designated by the SDS
Non-IU School	
Up to the extent of allotment received	SH or the School's OIC designated by the SDS

• AUTHORITY TO DRAW CASH ADVANCE

Office/ Amount Involved	Requesting Official	Approval
Schools Division Office	Division Chief/Unit Head	
Up to the extent of allotment received	SH or the School's OIC designated by the SDS for Non-IUs	SDS
IU School		
Up to the extent of allotment received	AO, or in absence, the officer designated by the SH	SH or the School's OIC designated by the SDS

• OBLIGATION REQUEST AND STATUS

	Box "A"	Box "B"
Schools Division Office	Division Chief/Unit/Section Head	Head of Budget Unit/Section
IU School	SH or the School's OIC designated by the SDS	Designated Budget Officer (AO or ADAS II/III)

• INSPECTION, ACCEPTANCE, AND COMPLETION OF DELIVERIES

2. Goods and services procured by Regional and SDOs and Schools

2.1 Supplies, Materials and Equipment Not Available in the DBM-Procurement Service

Particulars	Inspection/ Validation	Acceptance	Prepared by	Certified Correct



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a.IAR				
ii.SDO (including non-IU)	SDO/ School District Inspectorate Team	Head of Supply and Property Section		
iii. IU School	School's Inspectorate Team	AO or school's designated Property Custodian		
b.Certificate of No Claim Against the Warranty (for release of Retention Money)			Head of Supply	Head of Administrative Unit
ii.SDO (including non-IU school)				
iii. IU School			AO or school's designated Property Custodian	SH or the School's OIC designated by the SDS

2.2 School Furniture

Particulars	Inspection/ Validation	Acceptance	Prepared by	Certified Correct
a.IAR				
ii.SDO (including non-IU)	At least two (2) designated members of the school inspectorate team	Supply Officer or designated Property Custodian of the school		
b.Summary of duly signed IARs, as consolidated (in percentage (%))			Division Personnel In-Charge of the Project	Chief of SGOD or higher official concerned
ii.SDO (including non-IU school)				





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c. Certificate of No Claim Against the Warranty (for release of Retention Money) ii. SDO (including non-IU school)			School Division Personnel In-Charge of the Project	Chief of SGOD or higher official concerned
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2.3 Infrastructure Projects (new construction and repair)

Particulars	Inspection/ Validation	Certified By	Acceptance
a. Statement of Work Accomplished (SWA) ii. SDO	Schools Division Engineer In-Charge of the Project		Chief of SGOD
b. Certificate of 100% Completion ii. SDO		Division Engineer In-Charge of the Project	Chief of SGOD

2.4 ICT Equipment and ICT-Related Goods and Services

Particulars	Inspection/ Validation	Acceptance	Prepared by	Certified Correct
a. IAR ii. SDO	At least two (2) designated Schools Division Inspectorate Team and one (1) Schools Division ITO	Schools Division Supply Officer		
iii. IU School	At least two (2) designated Schools Inspectorate Team and one (1) Schools ICT Coordinator	Supply Officer or school's designated Property Custodian		





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b. Summary of duly signed IARs, as consolidated (in percentage (%)) and Certificate of No Claim Against the Warranty (for release of Retention Money) ii.SDO iii.IU school			School Division Supply Officer	Head of Administrative Unit
			AO or School's designated Property Custodian	SH or the schools' OIC designated by the SDS

• PAYROLL FOR THE PAYMENT OF SALARIES AND OTHER BENEFITS

Office/ Amount Involved	Expenditure Class/ Approval	
	Personnel Services (PS)	MOOE and CO
c. SDO Up to the extent of allotment received	SDS	
d. School w/o financial staff (non-implementing unit) Up to the extent of allotment received	SDS	
e. School w/ financial staff (implementing unit)	SH	

• DISBURSEMENT VOUCHER (DVS)

	Box "A"	Box "B"
Schools Division Office	Division Chief/Unit/Section Head	SDO Accountant
IU School	Administrative Officer, or Officer In-Charge of the Project	School's Accountant/ Bookkeeper

Approval of payment (Box "D" of DV Form) shall be signed by the ff officials:

Office/ Amount Involved	Expenditures Class/ Approval	
	Personnel Services (PS)	MOOE & CO



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SDO Up to the extent of allotment received	SDS, or in his/her absence, the ASDS	
IU School Up to the extent of allotment received	SH or the School's OIC designate by the SDS	
Non-IU School Up to the extent of allotment received		SH or the School's OIC designate by the SDS (for MOOE only)

• **CHECKS AND LDDAP-ADA**

Office/ Amount Involved	Certified Correct	Approving Officials under Parts I & II or LDDAP-ADA
SDO including Non-IU Up to the extent of allotment received	Head of Accounting Unit/ Section, or his/her designated alternate, if any	Part I- SDS, in his/ her absence, the ASDS Part II- Cashier and SDS, or in his/her absence, the ASDS
IU School Up to the extent of allotment received	School's Accountant/ Bookkeeper	SH or the School's OIC designated by the SDS

The signing officials/ office for Checks, Advice of Checks Issued and Canceled (ACIC) are as follows:

SDO Up to the extent of allotment received	Cashier, or in his/her absence, the Head of Administrative Unit	SDS, or in his/her absence, the ASDS
IU School Up to the extent of allotment received	<ul style="list-style-type: none"> • Cashier/ Disbursing Officer • Administrative Officer 	SH or the School's OIC designated by the SDS
Non-IU School		SH or the School's OIC designated by the SDS

