

Republic of the Philippines
 DEPARTMENT OF EDUCATION
 NEGROS ISLAND REGION
 DIVISION OF NEGROS OCCIDENTAL

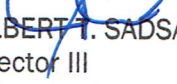
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DIVISION ORDER
 No. ____, s. 2016

May 26, 2016

TO: Assistant Schools Division Superintendents
 Chief Education Supervisors, CID & SGOD
 Section and Unit Heads
 Public Secondary & Elementary School Heads

FROM:  GILBERT T. SADSAD, CESO IV
 Director III
 Officer In-Charge
 Office of the Schools Division Superintendent

SUBJECT: ALTERNATE SIGNATORIES FOR UNITS, SECTIONS AND OFFICES IN THE SCHOOLS DIVISION

- To ensure prompt and expeditious service to all clientele, this Schools Division hereby adopts the following alternate signatories for routine transactions only based on Rule VI of RA 6713, re.: Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees:

UNIT / SECTION / OFFICE	AUTHORIZED SIGNATORY	ALTERNATE SIGNATORY
OFFICE of SDS	SDS	ASDS
OFFICE of ASDS	ASDS	Chief Education Supervisor of CID, or SGOD
CID	Chief Education Supervisor	Education Program Supervisor I (English), or EPS I available
SGOD	Chief Education Supervisor	Education Program Supervisor I of SGOD, or Senior EPS available
ADMINISTRATIVE OFFICE	Administrative Officer V	Initial by immediate Admin. Assistant and to be signed by Administrative Officer IV, Personnel; or AO IV available
ADMINISTRATIVE SECTION (Personnel, Records, Cash, Property)	Administrative Officer IV	Initial by immediate Admin. Assistant and to be signed by Administrative Officer V; or AO IV available
ACCOUNTING SECTION	Accountant III	Initial by immediate Admin. Assistant and to be signed by AO V available
BUDGET SECTION	Administrative Officer V	Initial by immediate Admin. Assistant and to be signed by AO V available
IT SECTION	IT Officer	Planning Officer III, or Senior EPS available
LEGAL OFFICE	Attorney III	Initial by immediate Admin. Assistant and to be signed by ASDS available
OFFICE of PSDS	PSDS	Principal of the school where the District Office is located
OFFICE of the SCHOOL HEAD	School Head (Principal, OIC, TIC)	Designated OIC, or teacher next in rank based on Salary Grade