



Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE ASSISTANT SECRETARY**  
**FOR PROCUREMENT AND ADMINISTRATION**

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**MEMORANDUM**  
**OASPA-A-0621-053**

**TO:** Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
School Heads  
All Others Concerned

**FROM:**  **ATTY. SALVADOR C. MALANA III**  
Assistant Secretary for Procurement and Administration



**SUBJECT:** **CLARIFICATION ON DEPED ORDER NO. 023, S. 2021, AS AMENDING DEPED ORDER NO. 008, S. 2021 (Revised Signing Authorities for Administrative and Financial Matters in the Department of Education)**

**DATE:** 10 June 2021

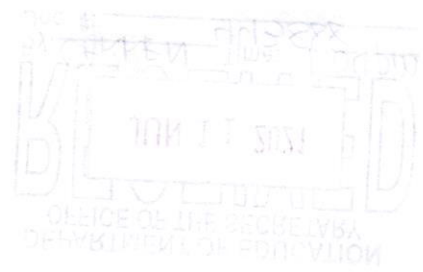
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This Memorandum is issued to clarify the provisions stipulated in DepEd Order No. 023, s. 2021 titled *Amendment to DepEd Order No. 008, s. 2021* which modified DepEd Order No. 008, s. 2021 (*Revised Signing Authorities for Administrative and Financial Matters in the Department of Education*), particularly Section V(B) (2) and Section V(C) (2) thereof, on the signing authorities for Contracts, Purchase Orders, MOAs and other forms of agreement.

Paragraphs 2.3 and 3.3 of DO No. 023, s. 2021 **do not apply to Regional Offices, Schools Division Offices and Schools**, the intent being for these provisions to apply only to procurement undertaken by the Central Office where the Head of the Procuring Entity (HoPE) is the Secretary.

Noted:

  
**LEONOR MAGTOLIS BRIONES**  
Secretary







Republic of the Philippines  
**Department of Education**

DepEd ORDER  
No. 023, s. 2021

04 JUN 2021

**AMENDMENT TO DEPED ORDER NO. 008, S. 2021**  
(Revised Signing Authorities for Administrative and Financial Matters  
in the Department of Education)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd) issues the **Amendment to DepEd Order (DO) No. 008, s. 2021** titled **Revised Signing Authorities for Administrative and Financial Matters in the Department of Education** particularly on the delegated signing authorities of certain procurement-related documents. This is in view of the continuing efforts to streamline processes and procedures covering financial and procurement transactions.

2. Section V (B)(2) of DO 008, s. 2021 is amended as follows:

2. For projects awarded through public bidding, the Officials, as designated below, are hereby given full authority to approve and issue the Resolution to Award (RTA) and the Notice of Award (NOA) on behalf of the Secretary, as Head of the Procuring Entity (HoPE):

**Central Office**

<b>Amount Involved</b>	<b>Approving (i.e. RTA) and Issuing (i.e. NOA) Official</b>
Not over P1 Million	Director or higher official concerned
	Teachers Camp Superintendent for BTC
	Director for BLR-Cebu
Over P1 Million-P5 Million	Assistant Secretary or higher official concerned
Over P5 Million	Undersecretary concerned. However, if the procurement of the project subject of the RTA and the NOA had been undertaken by the Bids and Awards Committee of which the Undersecretary concerned is the Chairperson or a member, the same shall be approved and issued by the Secretary or by any Undersecretary as may be subsequently authorized by her.



**Regional Offices, Schools Division Offices, and Schools**

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

3. If the procurement subject of the RTA and the NOA was undertaken through any of the alternative methods of procurement, regardless of the amount involved, a written full authority from the Secretary, as Head of the Procuring Entity (HoPE), shall be separately issued specifying the particular project involved and the name of the Official to whom the authority is given.

3. Section V (C)(2) of DO 008, s. 2021 is further amended as follows:

2. For contracts awarded through public bidding, the Officials, as designated below, are hereby given full authority to sign the procurement Contract, Purchase Order, MOA, or agreement in whatsoever form, on behalf of the Secretary, as Head of the Procuring Entity (HoPE):

**Central Office**

<b>Amount Involved</b>	<b>Signing Official</b>
Not over P1 Million	Director or higher official concerned
	Teachers Camp Superintendent for BTC Director for BLR-Cebu
Over P1 Million-P5 Million	Assistant Secretary or higher official concerned
Over P5 Million	Undersecretary concerned. However, if the procurement of the project subject of the contract had been undertaken by the Bids and Awards Committee of which the Undersecretary concerned is the Chairperson or a member, the same shall be signed by the Secretary or by any Undersecretary as may be subsequently designated by her.



**Regional Offices, Schools Division Offices, and Schools**

<b>Office/ Amount Involved</b>	<b>Signing Official</b>
<b>a. Regional Office</b> Up to the extent of allotment received	RD
<b>b. Schools Division Office</b> Up to the extent of allotment received	SDS
<b>c. IU School</b> Up to the extent of allotment received	SH or the School's OIC designated by the SDS
<b>d. Non-IU School</b> Up to the extent of allotment received	SH or the School's OIC designated by the SDS

3. If the procurement subject of the contract was undertaken through any of the alternative methods of procurement, regardless of the amount involved, a written full authority from the Secretary, as Head of the Procuring Entity (HoPE), shall be separately issued specifying the particular contract involved and the name of the Official to whom the authority is given.

4. A procurement Contract, Purchase Order, MOA or agreement in whatsoever form, shall be issued a Notice to Proceed (NTP) by the same official authorized to sign the said Contract, Purchase Order, MOA or agreement in whatsoever form.

5. Contract time or delivery suspension, work suspension, amendment to order, variation order, other forms of amendment or modification to the agreements, and other incidents of contract implementation including all correspondence and notices arising therefrom, shall be issued by the same official authorized to sign the Contract, Purchase Order, MOA or agreement in whatsoever form, without prejudice to the prerogative of the lead Execom official concerned or the Secretary to review, reverse or modify the same, when necessary.

4. All other provisions stated in DO 008, s. 2021 shall remain effective, unless otherwise amended by other DepEd issuances.

5. This Order shall take effect immediately upon its approval. Certified copies of this Order shall be filed with the University of the Philippines Office of the National Administrative Register (UP-ONAR) at the UP Law Center, UP Diliman, Quezon City.

6. For more information, please contact the **Office of the Assistant Secretary for Procurement and Administration**, Department of Education, Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [asec.pa@deped.gov.ph](mailto:asec.pa@deped.gov.ph) or through telephone number (02) 8634-1169.



7. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:

DepEd Order (No. 008, s. 2021)

To be indicated in the Perpetual Index  
under the following subjects:

AMENDMENT  
AUTHORITY  
BUREAUS AND OFFICES  
FUNDS  
OFFICIALS  
POLICY  
RULES AND REGULATIONS

MCDJ/SMMA/APA/MPC, DO Amendment to DepEd Order No. 008, s. 2021  
0146 - May 19/21, 2021



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