



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

January 9, 2025

**DIVISION MEMORANDUM**

OSDS 009, s. 2025

**DISSEMINATION OF DEPED ORDER NO. 018, S. 2024 (DELEGATION OF SIGNING AUTHORITY FOR FOREIGN TRAVEL)**

To: Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Cluster Heads and School Heads  
Teaching and Nonteaching Personnel  
This Division

1. Enclosed is DepEd Order No. 018, s. 2024 titled **Delegation of Signing Authority for Foreign Travel**, for the information and guidance of all concerned.
2. Immediate dissemination of and strict compliance with the said Order is directed.

  
**GILDO G. MOSQUEDA, CEO/VI**  
Schools Division Superintendent

Enclosure: As stated.  
References: DepEd Order No. 001, s. 2023; D.O. 15, S. 2024  
To be indicated in the *Perpetual Index* under the following subjects:

AMENDMENTS      AUTHORITY      DELEGATION      GUIDELINES

ZBP/ADMIN-OSDS/DM/ DISSEMINATION OF DEPED ORDER NO. 018, S. 2024 (DELEGATION OF SIGNING AUTHORITY FOR FOREIGN TRAVEL)/January 9, 2025



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Republic of the Philippines  
**Department of Education**

DEC 13 2024

DepEd O R D E R  
No. **018**, s. 2024

**DELEGATION OF SIGNING AUTHORITY FOR FOREIGN TRAVEL**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to the provisions of the Revised Administrative Code, Republic Act No. 9155, also known as *Governance of Basic Education Act of 2001*, and other existing laws, the Secretary may delegate authority to the officers and employees under his direction and promulgate the administrative issuances necessary for the efficient administration of the offices under the Secretary and for the proper execution of the laws.

2. In the exigency of service, and in order to augment the efficiency of functions and processes of the Department of Education (DepEd), DepEd Order (DO) No. 1, s. 2023 or the *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities*, as revised under DO 15, s. 2024 are hereby partially revised and modified as follows:

Office/Position	Recommending Approval	Approving Authority
<b>Official Foreign Travel</b>		
<b>Central Office</b>		
a. Undersecretary (Usec) and Assistant Secretary (ASec)	None	Usec for Senior Personnel Oversight-Office of the Secretary (SPO-OSEC)
b. Bureau/Service Director	Usec concerned	Usec for SPO-OSEC
c. Division Chiefs and below	Usec concerned	Usec for Human Resource and Organizational Development (HROD)
d. Offices/Unit/Staff Complement-OSEC Proper	None	Usec (Chief of Staff)

<b>Regional Office</b>		
a. Regional Director (RD) and Assistant Regional Director (ARD)	Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	RD	Usec for HROD
<b>Schools Division Office</b>		
a. Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS)	RD and Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	RD	Usec for HROD
<b>Schools</b>		
a. School Head	SDS and RD	Usec for HROD
b. Teaching and non-teaching personnel	SDS and RD	Usec for HROD
<b>Attached Agencies</b>		
a. Agency Head	Usec/Asec concerned	Usec for SPO-OSEC
<b>Personal Foreign Travel</b>		
<b>Central Office</b>		
a. Usec and ASec	None	Usec for SPO-OSEC
b. Bureau/Service Director	Usec concerned	Usec for SPO-OSEC
c. Division Chiefs and below	Bureau/Service Director and Usec/Asec concerned	Usec for HROD
d. Offices/Unit/Staff Complement-OSEC Proper	None	Usec (Chief of Staff)
<b>Regional Office</b>		
a. RD and ARD	Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	ARD	RD

<b>Schools Division Office</b>		
a. SDS and ASDS	RD and Usec for HROD	Usec for SPO-OSEC
b. Division Chief and below	SDS	RD
<b>Schools</b>		
a. School Head	SDS	RD
b. Teaching and non-teaching personnel	SDS	RD
<b>Attached Agencies</b>		
a. Agency Head	Usec/Asec concerned	Usec for SPO-OSEC

3. Nothing in this Order shall preclude the Secretary from signing any of the foregoing approvals, if necessary, in the interest of the service.

4. This Order partially amends Department Order 001, s. 2023 particularly Annex C thereof, and Office Order No. OO-OSEC-2024-197 dated August 16, 2024. All other provisions stated therein that are not consistent with this Order shall remain in effect. Additionally, other related issuances, rules, regulations, and provisions that are inconsistent with this Order are modified, amended, or repealed accordingly.

5. This Order shall take effect immediately and shall remain in force until superseded, in order to ensure continuity in the rendition of public service by the Department.

6. Immediate dissemination of this Order is directed.



**SONNY ANGARA**  
 Secretary