



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

April 26, 2023

**DIVISION MEMORANDUM**

NO. 082, s. 2023

**SUBMISSION OF SPECIMEN SIGNATURES  
AND INITIALS OF CERTAIN DIVISION PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors  
Section/Functional Heads  
Elementary and Secondary School Heads

1. This is pursuant to DepEd Order No. 002 s. 2021 **“Revised Signing Authorities for Administrative and Financial Matter in the Department of Education”**, Republic Act 11032 otherwise known as the **“Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations** and Anti-Red Tape Act of 2007 **“An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor.”**

2. Corollary to this, the DepEd Schools Division of Sorsogon Province requires the following DepEd personnel listed in the enclosure to submit specimen signatures and initials to the Office of the Schools Division Superintendent to ensure proper flow of transactions in securing the approval of the undersigned in some documents. Such initials and signatures are essential in determining whether documents are reviewed and recommended for approval.

- Enclosure 1: Office of the Schools Division Superintendent
- Enclosure 2: Curriculum Implementation Division
- Enclosure 3: School Governance and Operations Division
- Enclosure 4: School Heads

3. For your information, guidance and compliance.

**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163



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Enclosure No. 1 Office of the Schools Division Superintendent

Name/Position	Signature 1	Signature 2	Signature 3	Initial 1	Initial 2



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
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Enclosure 2: Curriculum Implementation Division

Name/ Position	Signature 1	Signature 2	Signature 3	Initial 1	Initial 2



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
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Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)







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Enclosure 3: School Governance and Operations Division

Name/Position	Signature 1	Signature 2	Signature 3	Initial 1	Initial 2



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Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)





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Enclosure 4: School Heads (by School/District)

Name/Position	Signature 1	Signature 2	Signature 3	Initial 1	Initial 2



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Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)

