



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 20 2026

OFFICE MEMORANDUM
ORD-OARD-BAC-2026- 006

ALTERNATE SIGNATORIES FOR PROCUREMENT RELATED DOCUMENTS

To: Chief Education Supervisors/Chief Administrative Officers
All Others Concerned

1. In order to ensure the continuous and efficient processing of procurement transactions and avoid delays in the implementation of procurement activities, all Chiefs of the Functional Divisions are hereby directed to designate, in writing, an Alternate Authorized Signatory who shall be authorized to sign procurement-related documents during their absence.
2. The written designation shall be submitted to the Bids and Awards Committee (BAC) Secretariat and shall remain effective until revoked or superseded by a new designation.
3. In the event that both the Chief of the Functional Division and the designated alternate are unavailable, the Chief concerned shall issue a separate letter designating another qualified personnel from the Functional Division to sign the procurement documents for the specific procurement activity only. Such designation shall clearly specify the procurement activity covered and shall be valid only for the duration of the authorized transaction.
4. The designation of an Alternate Authorized Signatory is intended solely to ensure the continuity and timeliness of procurement processes and shall not diminish the accountability of the Head of the Functional Division over procurement requests originating from the office.
5. Attached to this Memorandum are the following annexes for guidance and compliance:
 - **Annex A** – Duties and Responsibilities of the Alternate Authorized Signatory for Procurement Documents;
 - **Annex B** – Template for the Designation of an Alternate Authorized Signatory to be submitted to the Bids and Awards Committee (BAC) Secretariat; and
 - **Annex C** – Template for the Temporary Designation of Authorized Signatory for a Specific Procurement Activity.



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6. All Functional Division Chiefs are directed to submit the accomplished Designation of Alternate Authorized Signatory (Annex B), together with the Conforme of the designated alternate and the specimen signature, to the Bids and Awards Committee (BAC) Secretariat on or before July 23, 2026. The timely submission of these documents will facilitate the maintenance of an updated registry of authorized signatories and ensure the continuous processing of procurement transactions.

6. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

AHL/MVF/ ALTERNATE SIGNATORIES FOR PROCUREMENT RELATED DOCUMENTS
July 19, 2026



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Annex A

Duties and Responsibilities

The Alternate Authorized Signatory shall:

1. Review procurement documents for completeness, accuracy, and compliance with applicable procurement requirements.
2. Sign, on behalf of the Chief of the Functional Division during the latter's official absence, the following procurement-related documents, as applicable:
 - Purchase Request (PR);
 - Technical Specifications;
 - Terms of Reference (TOR) or Scope of Work;
 - Approved Budget for the Contract (ABC) or Cost Estimate, where applicable;
 - Request for Quotation (RFQ) specifications and other end-user attachments;
 - Inspection and Acceptance Report (IAR), where the End-User Unit is the authorized signatory;
 - Acceptance and Conformity Certificates, Completion Certificates, or similar end-user certifications; and
 - Other procurement-related documents requiring the signature of the Chief of the Functional Division as the End-User Unit.
3. Coordinate with the BAC Secretariat and other concerned offices on matters relating to procurement documents signed on behalf of the Functional Division.
4. Ensure that all signed documents are supported by complete documentary requirements and are in accordance with existing procurement laws, rules, regulations, and DepEd issuances.



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Annex B

Date: _____

THE CHAIRPERSON

Bids and Awards Committee
DepEd Regional Office – Negros Island Region

**Subject: Designation of Alternate Authorized Signatory for
Procurement Documents**

Dear Sir:

Pursuant to the Office Memorandum on the Designation of Alternate Authorized Signatories for Procurement Documents, I hereby designate Mr./Ms. _____, (Position) as the Alternate Authorized Signatory for the (Name of Functional Division).

The designated Alternate Authorized Signatory is authorized to review and sign procurement-related documents requiring the signature of the Chief of the Functional Division as the End-User Unit during my official absence, in accordance with the provisions of the Regional Memorandum and its attached Terms of Reference.

This designation shall take effect immediately upon receipt by the Bids and Awards Committee (BAC) Secretariat and shall remain valid until revoked or superseded by a subsequent written designation.

For your information and appropriate reference.

Very truly yours,

(Name of Chief)
Chief, _____ Functional Division

Conforme:

(Name of Alternate Authorized Signatory)
(Position)

****Attachments:**

1. Specimen Signature of the Alternate Authorized Signatory



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Annex C

Date: _____

THE CHAIRPERSON

Bids and Awards Committee
DepEd Regional Office – Negros Island Region

Subject: Temporary Designation of Authorized Signatory for a Specific Procurement Activity

Dear Sir:

Pursuant to the Regional Memorandum on the Designation of Alternate Authorized Signatories for Procurement Documents, I respectfully inform your Office that both the undersigned and the designated Alternate Authorized Signatory will be unavailable on _____ due to _____.

In view thereof, I hereby designate Mr./Ms. _____, (Position) of the (Name of Functional Division) to sign procurement-related documents pertaining only to the following procurement activity:

(Procurement Activity:) _____

The authority granted shall be limited to the signing of procurement documents required from the End-User Unit in relation to the above procurement activity and shall be effective from _____ to _____ or until the completion of the said procurement activity, whichever comes first.

This temporary designation is issued solely to ensure the uninterrupted processing of procurement documents and shall not transfer the overall accountability of the undersigned for the procurement request.

For your information and appropriate reference.

Very truly yours,

(Name of Chief)
Chief, _____ Functional Division

Conforme:

(Name of Designated Personnel)
(Position)

**Attachment: Specimen Signature of the Designated Personnel (if required)