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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

December 3, 2025

DIVISION MEMORANDUM
No. 0277, s. 2025

**DISSEMINATION OF THE GUIDELINES ON THE IMPLEMENTATION OF
THREE (3) SIGNATORIES RULE UNDER SECTION 9 (D) OF THE
REPUBLIC ACT NO. 11032**

TO : Assistant Schools Division Superintendent
Chief of Curriculum Implementation Division
Chief of Schools Governance and Operations Division
Public Elementary and Secondary School Heads
Division Section Heads
All Concerned

1. For the information and guidance of all concerned, attached is the Regional Memorandum ARD-2015-0175 dated November 28, 2025, and Anti-Red Tape Act (ARTA) Memorandum Circular No. 2024-05 Series of 2024 relative to the Guidelines on the Implementation of the Three (3) signatories' rule under Section 9 (D) of Republic Act No. 11032.
2. In view of this, the School Division Office reminds all field offices to strictly adhere to the orders and stipulations in the enclosure memorandum.
3. For information and strict compliance.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASED

DEC 03 2025

RECORDS SECTION SDO PANABO CITY
BY 

Enclosed: As stated
OSDS/RS/reg/nnp



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Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

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JINKY B. FIRMAN, PhD, CESO VI
 Schools Division Superintendent

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Republic of the Philippines
Department of Education
DAVAO REGION

November 28, 2025

REGIONAL MEMORANDUM
AD-2025-175

DISSEMINATION OF THE GUIDELINES ON THE IMPLEMENTATION OF THREE (3)
SIGNATORIES RULE UNDER SECTION 9(D) OF REPUBLIC ACT NO. 11032

To: Assistant Regional Director
Schools Division Superintendents
Chiefs of the Functional Divisions

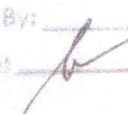
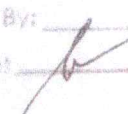
1. Herewith is the Anti-Red Tape Act (ARTA) Memorandum Circular No. 2024-05 series of 2024 relative to the Guidelines on the Implementation of the Three (3) signatories rule under Section 9(D) of Republic Act No. 11032 in relation to Rule VII, Section 5 of the Joint Memorandum Circular (JMC) No. 2019-001, contents of which are self-explanatory.
2. For immediate dissemination and strict compliance.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.

ROA2/jtg

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: 
Date:  Time: Nov. 28, 2025

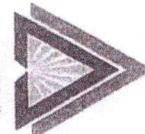


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ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT



MEMORANDUM CIRCULAR NO. 2024 - 05
SERIES OF 2024

TO : ALL GOVERNMENT OFFICES AND AGENCIES, INCLUDING LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs), AND OTHER GOVERNMENT INSTRUMENTALITIES, WHETHER LOCATED IN THE PHILIPPINES OR ABROAD, THAT PROVIDE SERVICES COVERING BUSINESS AND NON-BUSINESS-RELATED TRANSACTIONS, AS DEFINED UNDER REPUBLIC ACT NO. 11032 AND ITS IMPLEMENTING RULES AND REGULATIONS

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF THREE (3) SIGNATORIES RULE UNDER SECTION 9(D) OF REPUBLIC ACT NO. 11032 IN RELATION TO RULE VII, SECTION 5 OF THE JOINT MEMORANDUM CIRCULAR (JMC) NO. 2019-001

DATE :

1.0. BACKGROUND

Section 17 (a) of Republic Act (RA) No. 11032 or the "*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*" mandates the Anti-Red Tape Authority (ARTA) to implement and oversee a national policy on anti-red tape and ease of doing business.

Section 9 (d) of R.A. No. 11032 provides for the requirement on the limitation of signatories which states that "*the number of signatories in any document shall be limited to a maximum of three (3) signatures which shall represent officers directly supervising the office or agency concerned: Provided, That in case the authorized signatory is on official business or official leave, an alternate shall be designated as signatory. Electronic signatures or pre-signed license, clearance, permit, certification or authorization with adequate security and control mechanism may be used.*"

Rule VII Section 5 of the Implementing Rules and Regulations (IRR)¹ of R.A. No. 11032 requires that, within ninety (90) working days from the effectivity of the IRR, the head of government office or agency shall issue and submit an appropriate inter-office memorandum to ARTA, enumerating the list of authorized or regular signatory for each privilege, right, license, clearance,

¹ CSC ARTA DTI Joint Memorandum Circular No. 2019-001, series of 2019.

permit or authorization, concession or such other document issued by the agency or office.

2.0. PURPOSE

This Memorandum Circular is being issued to establish the guidelines implementing the requirement on the limitation on the number of signatories, for compliance by all government offices and agencies covered by R.A. No. 11032.

3.0. DEFINITION OF TERMS

- 3.1. *Action* – refers to the written approval or disapproval made by a government office or agency on the application or request submitted by an applicant or requesting party for processing.²
- 3.2. *Ancillary Documents* – refers to any other document such as, but not limited to, internal documents that are merely circulated in the concerned office, agency or unit for routing, recording, custody tracking purposes, or such documents that do not form an integral part of the Principal Document as issued or released.
- 3.3. *Full Signature* - refers to the mark, tune or style customarily and distinctively adopted or employed by any officer whose approval is ordinarily necessary for the issuance or release of the principal document for the purpose of identifying such officer to the exclusion of other individuals.
- 3.4. *Leave of absence* – refers to the right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI of the Omnibus Rules on Leave.³
- 3.5. *Official Business* – refers to the period the official/ employee spends outside the office/workstation to attend to work-related activities.⁴
- 3.6. *Principal Document* – refers to the document evidencing the issuance or grant of any privilege, right, reward, license, clearance, permit or authorization or concession or any modification, renewal or extension of the foregoing, as defined under Rule I, Section 4 of the IRR of RA No. 11032, irrespective of the nature of the transaction.

For the purpose of implementing Section 9(b)(2)⁵ in relation to Section 4(a) of RA No. 11032, the definition of a "Principal Document" shall

² Section 4(a), RA No. 11032.

³ CSC Memorandum Circular No. 41, s. 1998.

⁴ CSC Resolution No. 060002, January 3, 2006. Re: *Guidelines on the Gant of Official Time*.

also be extended to refer to the formal document evidencing the action rendered on any application or request submitted by any applicant or requesting party.

4.0. GENERAL PROVISIONS

- 4.1. **Maximum Number of Signatories.** Any principal document shall have a maximum of three (3) signatories.
- 4.2. **Scope and Applicability.** Only principal documents are strictly subject to the provisions set forth herein.

While ancillary documents are not ordinarily bound by these guidelines, all covered offices and agencies are nevertheless enjoined to adopt internal guidelines to streamline or otherwise minimize the chain of endorsements or transmittals required for these documents, especially under the following circumstances:

- a. When the ancillary document carries with it the principal document itself; or
- b. When the ancillary document is endorsed or transmitted preparatory to the rendition of any action on the principal document sought to be acted upon.

The necessity of introducing these streamlining measures is consistent with Section 5 of R.A. No. 11032 ordaining all covered offices and agencies to undergo evaluation and improvements on their transaction systems and procedures and reengineer the same, if necessary, to reduce bureaucratic red tape and expedite processing time.

For all other documents that do not fall within the definition of a "Principal Document" as defined herein, all covered offices and agencies are encouraged to institutionalize the practice of limiting their signatories into three (3) for each and every document, to the extent that the standardization of such practice is possible with due regard to the functional and legal considerations.

⁵ "Sec. 9. Accessing Government Services. – The following shall be adopted by all government offices and agencies:

X X X

(2) No application or request shall be returned to the applicant or requesting party without appropriate action. In case an application or request is disapproved, the officer or employee who rendered the decision shall send a formal notice to the applicant or requesting party within the prescribed processing time, stating therein the reason for the disapproval. A finding by a competent authority of a violation of any or other laws by the applicant or requesting party shall constitute a valid ground for the disapproval of the application or request, without prejudice to other grounds provided in this Act or other pertinent laws."

5.0. THE SIGNATURES

- 5.1. **Full Signatures.** The signatures shall represent the full signatures of officers assigned or stationed in the agency, office or unit directly responsible for issuing, approving, and/or signing any principal document.
- 5.2. **Initials, not full signatures.** Initials of officers or employees should not be affixed to the document to be released or issued.

Mere insertion or inscription of initials by any concerned officer shall not be construed as equivalent to a full signature, unless the same constitutes the full signature of such officer.

The insertion or superimposition of initials adjacent to or immediately beneath the space intended for the authorized or regular signatory is prohibited. Officers whose signatures are necessary to signify assent to or clearance in the signing of any principal document should affix their full signatures instead of their initials to the principal document.

6.0. DESIGNATION OF AUTHORIZED SIGNATORY OR SIGNATORIES

- 6.1. **Inter-Office Memorandum Designating Signatories.** The head of the covered government office or agency shall issue an appropriate inter-office *Memorandum* enumerating the list of authorized or regular signatory for each privilege, right, license, clearance, permit or authorization, concession, or such other document issued by the agency or office. It shall also stipulate the agency rules on proper delegation of the authority to sign in the absence of the regular signatory.
- 6.2. **Contents of the Inter-Office Memorandum.** The *Memorandum* shall, at the minimum, provide for the following particulars:
- a. The complete name or the official designation of the authorized or regular signatory;
 - b. The complete name or the official designation of the alternate signatory;
 - c. The complete name or the official designation of the subsequent alternate, if there be any;
 - d. The principal document to which the designated signatory is authorized to sign;
 - e. The legal or administrative inhibitions – such as, but not limited to, the period within which the authorized or regular signatory can wield such authority, the circumstances where the authorized or

regular signatory is legally incapacitated to affix signatures, and other analogous legal or policy considerations – to the authority of the authorized or regular signatory or signatories to affix signatures to any principal document submitted for corresponding action, if there be any; and

- f. The rules on the proper delegation of authority to sign in the absence of any of the authorized or regular signatories, subject to 7.0. of this Memorandum Circular.

To avoid confusion in the designation of signatories, the covered office or agency shall ensure that the *Memorandum* states with reasonable clarity both the authorized or regular signatory and the alternate signatory in that these designations directly correspond with each other.

If, for any reason, the complete name of the intended signatories cannot be provided, it is sufficient that the official designation of the intended signatories be expressly indicated.

To illustrate, please refer to the examples below:

With names of intended signatories

Authorized or Regular Signatory	Corresponding Alternate Signatory
Atty. Juan Dela Cruz, Director IV, ABCD Office	Atty. Pedro Dela Torre, Attorney VI, ABCD Division

Without the names of the intended signatories

Authorized or Regular Signatory	Corresponding Alternate Signatory
Director IV, ABCD Office	Attorney VI, ABCD Division

- 6.3. ***Submission of the Memorandum.*** The *Memorandum* shall be submitted to the ARTA within a period of forty-five (45) working days from the effectivity of these guidelines.
- 6.4. ***Amendments to the existing Memorandum.*** Any amendments to the existing inter-office *Memorandum* shall likewise be submitted to the ARTA. For this purpose, the amended *Memorandum* shall be submitted within thirty (30) working days following the approval of the amended *Memorandum* by the head of the covered government office or agency.

7.0. DESIGNATION OF ALTERNATE SIGNATORY OR SIGNATORIES

- 7.1. ***When to designate.*** In cases where the authorized or regular signatory is on official business or authorized leave of absence, an alternate signatory shall be designated accordingly. The same rule

shall apply if the authorized or regular signatory is legally or administratively barred from affixing his or her signature under the inter-office *Memorandum* promulgated by the concerned office or agency.

In either case, the designation of the alternate signatory shall be done both in accordance with the guidelines herein set forth and the provisions of the inter-office *Memorandum* duly submitted to the ARTA by the covered government office or agency.

7.2. ***Rules of Preference in the Designation of Alternate Signatory.*** The provisions of the *Memorandum* notwithstanding, the designation of the alternate signatory shall religiously observe these rules of preference, to wit:

- a. If there is only one official next-in-rank, he or she shall automatically be the signatory;
- b. If there are two or more officials next-in-rank, the inter-office *Memorandum* shall prescribe the order of priority among the officials next-in-rank within the same organizational unit; and
- c. If there is no official next-in-rank present and available, the head of the department, office or agency shall designate an officer-in-charge from among those next lower in rank in the same organizational unit.

7.3. ***Commencement of Duties and Functions of the Alternate Signatory.*** The alternate signatory shall forthwith assume the responsibility of signing any and all principal documents immediately upon the commencement of the official business or authorized leave of absence of the authorized or regular signatory. The authority of the alternate signatory shall immediately cease as soon as the authorized or regular signatory resumes office, unless otherwise the circumstances demand that the alternate signatory continue discharging the functions exercised by the authorized or regular signatory. In the latter case, the alternate signatory shall continue performing such functions until the authorized or regular signatory becomes available to resume office, without prejudice to the autonomy of the office or agency concerned to provide for its internal rules and regulations as may be necessary to address such contingencies; *Provided*, however, that such guidelines shall in no case deviate from the general guidelines herein set forth.

7.4. ***When both authorized and alternate signatories are not available.*** Should the designated alternate signatory be likewise unavailable, a subsequent alternate shall accordingly be designated. Towards this end, the same rule of preference as set forth herein shall be strictly observed, reckoned from the rank of the alternate signatory. In order to formalize the designation, the head of the covered agency or office

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shall issue an inter-office *Memorandum* for this specific period only, subject to the authority of the covered agency or office to regularize such designation by expressly providing for the subsequent alternate or alternates in the inter-office *Memorandum* to be submitted to the ARTA as provided under 6.0 of this *Memorandum Circular*.

Unless the designation is carried out by virtue of the inter-office *Memorandum* submitted pursuant to 6.0, the *Memorandum* duly issued in accordance with this provision shall only provide for the complete name and/or official designation of the subsequent alternate.

Immediately upon designation, the subsequent alternate shall be subject to the same limitations and/or restrictions as are applicable to the originally designated alternate signatory. As soon as the alternate signatory or the authorized or regular signatory becomes available, whichever comes first, the authority of the subsequent alternate shall *ipso facto* cease.

The covered office or agency is at liberty to promulgate further guidelines in the designation of alternate or subsequent alternate signatories to the extent that such guidelines are not inconsistent herewith.

8.0. ELECTRONIC SIGNATURES OR PRE-SIGNED PRINCIPAL DOCUMENTS

8.1. ***Adoption and Employment of Security and Control Measures.*** In line with the thrust of R.A. No. 11032 towards automation and digitalization, all appropriate signatories, irrespective of the capacity through which they sign, are allowed to affix their signatures electronically or to pre-sign any principal document so long as adequate security and control mechanism are employed with a view to ensuring the due execution and authenticity of these signatures. For this purpose, all covered offices or agencies may adopt and implement means and methods such as, but not limited to, the following:

- a. The installation of built-in Quick Response (QR) Codes representing the full signature of the concerned signatory and, when scanned, redirect the user to a link reflecting information as to the date when the signature has been affixed or any other particulars establishing the authenticity of the relevant signature;
- b. The creation of an internal registry providing information on the principal documents actually signed by the concerned signatory. For this purpose, the internal registry shall provide for the manner by which the concerned signatory can authenticate or otherwise certify to the fact of signing. This internal registry shall serve as an authentication tool to assess any putative principal document which authenticity is in question; or

- c. The integration of the Philippine National Public Key Infrastructure (PNPKI) created by the Department of Information and Communications Technology (DICT) into their internal systems.

In the case of pre-signed documents, ample institutional controls must be put in place to reasonably preserve the chain of custody of the relevant documents, with the end in view of preventing tampering and the unauthorized use of these pre-signed documents.

- 8.2. **Faithful Observance of the Related Laws, Rules, and Regulations.** Irrespective of the modality used in affixing the signatures, the covered offices and agencies shall ensure the faithful observance of the Electronic Commerce Act of 2000 (RA No. 8792), Data Privacy Act (RA No. 10173), and such other relevant laws as are in force or as may soon be enacted by the Congress, as well as such rules and regulations promulgated by the Department of Information and Communications Technology (DICT).
- 8.3. **Supplemental Guidelines.** Subject to the continuing application of all the relevant laws, rules, and regulations, all covered offices and agencies are at liberty to adopt and issue supplemental internal rules and regulations implementing the guidelines set out under 8.1. hereof.
- 8.4. **Security and Control Measures need not be submitted; Exception.** The security and control measures as adopted by the covered offices and agencies under this Rule need not be formally submitted to the ARTA, except when otherwise requested with a view to assessing compliance with these guidelines.

9.0. SANCTIONS FOR NON-COMPLIANCE

Failure to comply with these Guidelines may warrant the filing of administrative cases, *inter alia*, against the head of the concerned office or agency pursuant to Section 8 of R.A. No. 11032, without prejudice to the possible institution of the appropriate cases against the erring or non-complying officials.

10.0. SEPARABILITY CLAUSE

Should any portion or provision of these Guidelines be declared invalid or unconstitutional, all other provisions not affected thereby shall continue to be in force and effect.

11.0. REPEALING CLAUSE

All other rules, regulations, and issuances contrary to or inconsistent with the provisions of these Guidelines are deemed repealed or modified accordingly.

12.0. EFFECTIVITY

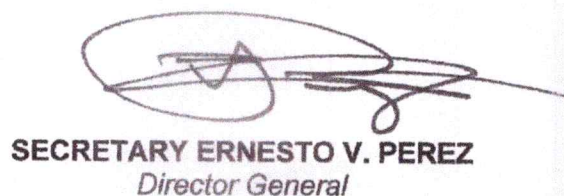
This Memorandum Circular shall take effect immediately upon its complete publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of the National Administrative Register.

Recommending approval:


UNDERSECRETARY GENESES R. ABOT
Deputy Director General for Legal


UNDERSECRETARY GERALD G. DIVINAGRACIA
Deputy Director General for Operations

Approved by:


SECRETARY ERNESTO V. PEREZ
Director General