



Republic of the Philippines
Department of Education
CARAGA REGION

NOVEMBER 26, 2025

REGIONAL MEMORANDUM
No. **1287**, s. 2025

To: Schools Division Superintendents
Chiefs Functional Divisions
All Others Concerned

**IMPLEMENTATION AND COMPLIANCE WITH ARTA ADVISORY NO. 2025-018 AND
RDC ADVISORY ON THE DEADLINE FOR SUBMISSION OF INTER-OFFICE
MEMORANDUM ON THE THREE-SIGNATORIES RULE**

1. This Office hereby disseminates the enclosed Anti-Red Tape Authority Advisory No. 2025-018, s. 2025, and the Regional Development Council communication dated Nov. 17, 2025, regarding the extension of the deadline for submission of the Inter-Office Memorandum on the Three-Signatories Rule, pursuant to ARTA Memorandum Circular No. 2024-05 and Republic Act No. 11032 (*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*).
2. The objective of this issuance is to ensure full compliance with the mandate to limit signatories to a maximum of three for all documents and to require each office to submit its Inter-Office Memorandum designating authorized signatories for permits, clearances, certifications, and related documents.
3. The extended deadline for submission is from October 29, 2025 to November 28, 2025. The unified online submission form is accessible via <https://bit.ly/ARTACompliances> or <https://artemis-artacompliances.web.app/form/s>.
4. All Schools Division Offices, including the Regional Office, are directed to strictly implement and comply with the above requirements within the prescribed timeline. Non-compliance may result in administrative consequences as provided under RA 11032.
5. This Memorandum takes effect immediately upon issuance.
6. For information, guidance, and compliance.

MARIA INES C. ASUNCION
Regional Director

Encls.: ARTA Advisory No. 2025-018, s. 2025 & RDC communication, dated Nov. 17, 2025
Reference: ARTA Advisory No. 2025-018, s. 2025 & RDC communication, dated Nov. 17, 2025
To be indicated in the Perpetual Index under the following subjects:
AUTHORITY CLEARANCE PERMIT POLICY REQUIREMENTS

ASD/mcd
24/11/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2025-11-21097



ADVISORY NO. 2025-018

Series of 2025

FOR : ALL GOVERNMENT OFFICES AND AGENCIES, INCLUDING LOCAL GOVERNMENT UNITS (LGUs), GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs), AND OTHER GOVERNMENT INSTRUMENTALITIES, AS DEFINED UNDER RA 11032 AND ITS IMPLEMENTING RULES AND REGULATIONS

SUBJECT : EXTENSION OF THE DEADLINE FOR SUBMISSION OF THE INTER-OFFICE MEMORANDUM ON THE THREE (3)-SIGNATORIES RULE PURSUANT TO ARTA MEMORANDUM CIRCULAR NO. 2024-05 SERIES OF 2024

DATE : 03 November 2025

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

In line with this, the Authority issued Memorandum Circular No. 2024-05 Series of 2024, entitled 'GUIDELINES ON THE IMPLEMENTATION OF THREE (3)

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

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 mandating all covered agencies to submit their respective Inter-Office Memorandum Designating Signatories on or before 29 October 2025.

II. PURPOSE

In recognition of the efforts of the agencies to craft said compliance requiring organizational review and policy implications, the Authority hereby issues this Advisory to extend the deadline for submission of the aforementioned Inter-Office Memorandum.

III. GUIDELINES

Accordingly, all covered agencies are hereby given until 28 November 2025 to submit their respective Inter-Office Memorandum designating signatories.

The unified online submission form may be accessed through the following links:

<https://bit.ly/ARTACompliances> or

<https://artemis-artacompliances.web.app/form/s>

For queries and concerns regarding this compliance requirement, agencies may contact the Authority through compliance@arta.gov.ph.

For information and compliance.

Recommending Approval:



LEA-GRACE B. SALCEDO

Deputy Director General for Operations and
Concurrent Director IV, Finance and Administrative Office s

Approved: _____

SECRETARY ERNESTO V. PEREZ

Director General



REPUBLIC OF THE PHILIPPINES
REGIONAL DEVELOPMENT COUNCIL
CARAGA REGION

FOR : CARAGA REGIONAL DEVELOPMENT COUNCIL (RDC)
OFFICIALS AND MEMBERS

SUBJECT : Anti-Red Tape Authority (ARTA) Advisory No. 2025-018, S.
2025, "Extension of the Deadline for Submission of the
Inter-Office Memorandum on the Three (3)-Signatories
Rule Pursuant to ARTA Memorandum Circular No. 2024-
05, Series of 2024"

DATE : November 17, 2025

1. This refers to the agreements reached during the Fourth Quarter 2025 Caraga RDC-Development Administration Committee Meeting on November 13, 2025, at the DEPDev Regional Office Caraga Conference Hall, Butuan City, for the Secretariat to furnish the good Caraga RDC officials and members with a copy of the subject Advisory, attached as *Annex A*, for information and appropriate action.
2. The Advisory extends the deadline for the submission of Inter-Office Memorandum designating signatories, in compliance with Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations, from **October 29, 2025**, to **November 28, 2025**.
3. For questions or clarifications, you may directly coordinate with ARTA through compliance@arta.gov.ph.

Thank you and best regards.

GEMMA A. OLAM, EnP, CESO IV
Vice Chairperson, Caraga RDC and
Regional Director, DEPDev Regional Office Caraga

