

January 08, 2004

DEPT. OF SOCIAL WELFARE & DE
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Administrative Order

No. 03

Series of 2004

SUBJECT : Amendment of Administrative Order No. 51, Series of 2003

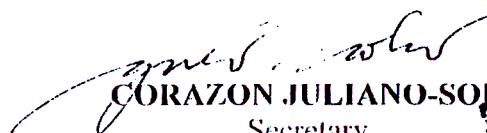
The Omnibus Guidelines and Procedures on the Maintenance and Operation of the National Resource Operations Center (NROC) under AO No. 51, series of 2003 specifically item No. V on Delineation of Functions is hereby amended as follows:

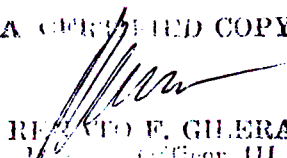
V. Role Delineation

Key Activities at NROC	Responsible unit at Central Office/ NROC
1. Locally Procured Goods	
1.1. Determination of needs, goods, commodities for stockpiling	Program Management Bureau
1.2. Preparation of request to purchase and RIS for goods to be procured	Program Management Bureau
1.3. Canvassing /bidding	Administrative Service and BAC
1.4. Delivery/ Escorting of goods to NROC	Administrative Service
1.5. Inspection	Inspection and Acceptance Committee
1.6. Re-packing into Family Packs	National Resource Operations Center Staff (with re-enforcement if needed)
1.7. Allocation (including request for allocation from FOs)	Program Management Bureau
1.8. Approval of request/RIS	Office of the Undersecretary for OCBG
1.9. Distribution/ Delivery to recipient	National Resource Operations Center
1.10. Warehousing, monitoring and tracking of remaining stock/ inventory with TA from PMB	NROC
1.11. Physical upkeep	NROC with Administrative Service
1.12. Reporting/liquidation to Administrative Service; copy furnish PMB	National Resource Operations Center
2. Local/Foreign Donations	
2.1. Pick-up from donors/source/ Bureau Of Customs	NROC
2.2. Inspection and Valuation	IAC
2.3. Sorting and re-packing	NROC Staff (with re-enforcement if needed)

2.4 Allocation/Disposition	Program Management Bureau
2.5 Preparation of RIS	Program Management Bureau
2.6 Approval of RIS	Office of the Undersecretary for OCBG
2.7 Delivery to end users	NROC
2.8 Warehousing, monitoring and tracking of remaining stock/ inventory	NROC
2.9 Reporting/liquidation to Administrative Service; copy furnish PMB	NROC
3. Administrative Management	
3.1 Personnel Management including Daily Time Record (DTR) Signing	
3.1.1 Staff	OIC,NROC
3.1.2 OIC,NROC	Director for Administrative Service
3.2 Approval of application for leave Staff (with OIC Initial) OIC,NROC	Director for Administrative Service
3.3. Request for Overtime	OIC-NROC
3.3.1 Recommending Approval	Director, PMB
3.3.2 Approval	Director, Admin Service
3.3.3 Copy Furnish	Director, HRM
3.4 Repair and maintenance of facilities and Vehicle	Administrative Service
3.5 Supplies	Administrative Service

This order takes effect immediately and supercedes previous issuances inconsistent herewith.


CORAZON JULIANO-SOLIMAN
 Secretary

A CERTIFIED COPY:

RENATO F. GILERA
 Officer III