ADMINISTRATIVE ORDER NO. 03
Series of 2016

Subject: AMENDMENT TO M.C. NO. 13, SERIES OF 2014
(UPDATED MANUAL OF DELEGATION AND DELINEATION OF AUTHORITY)


Item II-I-1. (Administrative and Financial Matters – Disbursement Vouchers – Box A) to read thus:

1. **Box A** - certification by the responsible officer having direct supervision and knowledge of the facts of the transaction:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CERTIFYING OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment of salaries and wages, allowances, compensation and other personnel services, including payment of overtime services, cost of services of MOA workers and mandatory remittances, regardless of amount</td>
<td>Chief, Personnel Administration Division/Unit</td>
</tr>
<tr>
<td>Payment of fixed regular expenditures for utilities and services such as power, water, telephone, gasoline, oil and lubricant, janitorial and security services, and rental, regardless of amount</td>
<td>Chief, General Services Division/Unit</td>
</tr>
<tr>
<td>Other financial claims</td>
<td>Head of OBS concerned</td>
</tr>
</tbody>
</table>

This amendment shall take effect starting February 9, 2016.

15th of February 2016, Quezon City, Philippines.

\[\text{Signature}\]
CORAZON JULIANO-SOLIMAN
Secretary

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¹ Specifically Box A of Appendix 32, Volume II (Accounting Books, Registers, Records, Forms and Reports) of the GAM