

ADMINISTRATIVE ORDER  
 NO. 12  
 Series of 2018

**Subject: AMENDMENT TO 2018 MANUAL OF DELEGATION  
 AND DELINEATION OF AUTHORITY IN THE DSWD**

To address several issues that have cropped up regarding the implementation of DSWD Administrative Order No. 8, series of 2018, entitled *2018 Manual of Delegation and Delineation of Authority in the DSWD [AO 2018-008]*, the following amendments to AO 2018-008 are made:

1. Item 8 of the section "LEGEND AND NOTES" is amended to read as follows:

8. Where an official would otherwise be both [i] the Requesting Party or the Recommending Authority, and [ii] the Approving Authority, the Approving Authority shall instead be the official with the next higher position – in accordance with the Management Structure.

For transactions originating in the Financial Management Service in the Central Office, or in the Financial Management Division in the Field Offices, where an official would otherwise be both [i] the Certifying Authority, and [ii] the Approving Authority, the Approving Authority shall instead be the official with the next higher position – in accordance with the Management Structure.

**NOTE:** The USEC for GASSG shall be the Approving Authority for requests by the Secretary, and the ARDA shall be the Approving Authority for requests by an RD (for themselves or for their offices, not for the FOs).

That is, in units other than the Financial Management Service in the Central Office, or the Financial Management Division in the Field Offices, the Certifying Authority may also be the Approving Authority.

2. The entry for "Other financial claims" under section II.L.1 [*Administrative, Procurement and Financial Matters – Disbursement Voucher (DV) – Box A – Certification by the responsible officer having direct supervision and knowledge of the facts of the transaction*] is amended to read as follows:

DESCRIPTION	CERTIFYING AUTHORITY	
	CO	FO
Other financial claims	HOBS   Assistant Director concerned	DC   Section   Center Head Concerned

These amendments shall take effect immediately.

Documents executed after the effectivity of AO 2018-008 and prior to the effectivity of this issuance, but consistent with the tenor of the amendments herein, shall be considered ratified with respect to the respective signing authorities in such documents.

22 May 2018, Quezon City, Philippines.



**VIRGINIA N. OROGO**  
Secretary



Certify True Copy:



**MYRNA H. REYES**  
OIC-Division Chief

Records and Archives Mgt. Division