



ADMINISTRATIVE ORDER

No. 13
Series of 2023

SUBJECT: AMENDMENT TO ADMINISTRATIVE ORDER (AO) NO. 12, SERIES OF 2023

The pertinent following provisions of Administrative Order No. 12, series of 2023 (*Signatories for Offices/Bureaus/Services/Units under the Office of the Secretary Group and Field Offices*) are hereby amended to be read as follows:

CENTRAL OFFICE

- **Administrative and Financial Matters**

M. Disbursement Voucher, No. 1 – Box A and No. 3 – Box D

OBSUs	Requesting	Approving Authority	
• EXECOM	USEC	-	Secretary
	ASEC	-	USEC Concerned
	ASEC for SC, CE, CIO, CRCF, PBRM, and OSEC Concerns	-	Authorized Signatory by the Secretary
• Office of the Secretary (OSEC) Proper	DC or its equivalent	Up to P50M	HEA
	HEA	Up to P100M	ASEC for Community Engagement (ACE)
	ACE	More than P100M	Secretary
• Other OBSUs under OSG	Director or Project Manager	Up to P50M	ASEC Concerned
		Up to P100M	USEC Concerned or Authorized Signatory by the Secretary for IAS, ICTMS, PBRMO, AOS, DMS, and TMS
		More than P100M	Secretary

FIELD OFFICE

- **Personnel Matters**

- G. Daily Time Record/Locator Slip

Personnel Involve	Approving Authority
DC	ARD Concerned
Below DC	DC Concerned Center Head

- **Administrative, Procurement, and Financial Matters**

- E. Request for Procurement of Goods, Civil Works, and Consulting Services

Source of Request	Requesting Party		Approving Authority	
All, including Centers and Institutions	Up to P50M	ARD Concerned	Up to 50M	RD
	> P50M to P100M	RD	> P50M to P100M	ASEC for Community Engagement (ACE)
	> P100M	ASEC for Community Engagement (ACE)	> P100M	Secretary

- **Programs, Projects and Activities**

- A. Proposal for Regular Program, Projects and Activities:

Description	Approving Authority <i>as to Purpose</i>	Approving Authority
Up to P50M	DC Concerned	RD
> P50M to P100M	RD	USEC for GASSG
> P100M		Secretary

All other provisions of AO No. 16 series of 2019 and AO No. 12 series of 2023 shall remain the same except the above-mentioned changes.

Let copies of this Order be issued to all OBSUs in the Central Office and Field Offices for information and guidance.

Issued at the DSWD Central Office in Quezon City, Manila


REX BATCHALIAN

Secretary

Date: **OCT 27 2023**

Certified True Copy


Ramil R. Egamino
 Administrative Officer V

27 OCT 2023