SUBJECT: DELEGATION OF AUTHORITY BY THE SECRETARY

The Secretary is hereby authorized to delegate authority to DSWD officers, from both the Central and Field Offices under her direction and supervision in accordance with Section 7, Chapter 2 of the Executive Order No. 292. This Memorandum Circular hereby amends, consolidates and simplifies the system for delegation and delineation of financial and administrative responsibilities stipulated in the Department Order No. 5 (as amended by D.O. Nos. 7, 8, 10, 12, 13 and 19), series of 2002.

I. PERSONNEL MATTERS

A. ORIGINAL, INITIAL, RENEWAL AND PROMOTIONAL APPOINTMENTS

Subject to compliance with existing CSC laws, rules and regulations, the approving authority for all original, renewal and promotional appointments is delegated as follows:

A.1 Permanent

<table>
<thead>
<tr>
<th>Central Office</th>
<th>Field Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>-Division Chief</td>
<td>-Division Chief</td>
</tr>
<tr>
<td>Personnel Selection Board (PSB)</td>
<td>PSB</td>
</tr>
<tr>
<td>Secretary</td>
<td>Secretary</td>
</tr>
<tr>
<td>Undersecretary in charge for General Support Services Group (GASSG)</td>
<td>Regional Director for CSC Accredited Field Offices</td>
</tr>
</tbody>
</table>
Proposed appointments of staff of Field Offices which are not yet accredited, have to be submitted to the Central Office, through the Central Office Personnel Selection Board Chairperson, for review and for approval of the signatories as stated above.

A.2 Contractual/Casual Employees

**RECOMMENDING**  
Central Office  
- First and Second Level Positions  
  Head of Office/Bureau/Service (HOBS) concerned  
  Usec. In charge for GASSG

**APPROVING**  
Field Office  
- First and Second Level Positions  
  Assistant Regional Director (ARD)/Division Chief (DC) Concerned  
  Regional Director

A.3 Workers under Memorandum of Agreement (MOA) - Regular

**RECOMMENDING**  
Central Office  
- Technical / Non-Technical Workers  
  HOBS Concerned  
  HRMDS Director  
  Asec. In-charge for Administration

Field Office  
- Technical / Non-Technical Workers  
  ARD/DC  
  Regional Director

A.4 Workers under MOA Foreign Assisted Projects (FAPs)

**RECOMMENDING**  
HOBS Concerned

**APPROVING**  
Project Director

B. DESIGNATION OF OFFICIALS AND EMPLOYEES

The designation of official and employees for the third level positions shall be based on the criteria for the selection and promotional appointments set forth by the Career Executive Service Board (CESB).
Central Office

To be Designated as:
- Director III and Above
- Division Chief
- Below Division Chief

RECOMMENDING: Undersecretary Concerned
APPROVING: Secretary

Field Office

To be Designated as:
- RD/ARD
- Division Chief
- Below Division Chief

RECOMMENDING: Undersecretary Concerned
APPROVING: Secretary

Undersecretary Concerned

HOBS Concerned

RD/ARD in the absence of RD

ARD/Division Chief in the absence of ARD

Regional Director

C. DETAILS, TRANSFERS OR REASSIGNMENTS OF OFFICIALS AND EMPLOYEES

1. The transfer, detail or reassignment of officials and employees must be in accordance with the CSC and CESB rules.

2. Temporary detail/secondment of any officials or employee of the Department in the Central and Field offices to any other government agency or international agencies shall be approved by the Secretary.

3. Permanent transfer to another government office of an official or employee of the Department, Division Chief and above shall be approved by the Secretary while transfer of personnel below the Division Chief level shall be approved by the Undersecretary in charge for GASSG for Central Office and Regional Director for Field Office, respectively.

4. Reassignment of any official or employee within the Department shall be made only with the concurrence of both heads of originating office/unit and the office/unit of assignment. The authority to reassign is delegated as follows:
<table>
<thead>
<tr>
<th>Central Office</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office/Bureau/Service</strong></td>
<td><strong>Within Central Office</strong></td>
<td></td>
</tr>
<tr>
<td>- Director III &amp; above</td>
<td>Undersecretary/Asec. Concerned</td>
<td>Secretary</td>
</tr>
<tr>
<td>- Division Chief &amp; below</td>
<td>HOBS Concerned With Concurrence of Usec. concerned</td>
<td>Undersecretary in charge of GASSG</td>
</tr>
</tbody>
</table>

| Within Office/Bureau/Service | HOBS Concerned |

<table>
<thead>
<tr>
<th>From Central Office to Field Office and vice-versa</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Director III and Director IV</td>
<td>Undersecretary Concerned</td>
</tr>
<tr>
<td>- Division Chief &amp; Below</td>
<td>HOBS Concerned With Concurrence of Usec. concerned</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Field Office</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outside the Region</strong></td>
<td></td>
</tr>
<tr>
<td>- Regional Director Assistant Regional Director</td>
<td>Undersecretary concerned</td>
</tr>
<tr>
<td>- Division Chief &amp; below</td>
<td>Assistant Secretary Concerned/Subject to Concurrence of RD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Within the Region</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Division Chief</td>
<td>ARD</td>
</tr>
<tr>
<td>- Below Division Chief</td>
<td>ARD/DC</td>
</tr>
</tbody>
</table>

5. For Central Office, Special Orders for reassignment may be prepared by the Office of the Undersecretary concerned but shall be forwarded to the Personnel Division for control, dissemination and record purposes.
b. For Field Office, copies of all Special Orders issued relating to reassignment approved in accordance with the delegated authorities of the Regional Director/ARD shall be forwarded to the Personnel Division-Central Office for information and record purposes.

D. REQUESTS FOR PERMISSION TO TEACH, EXERCISE PROFESSION OR ENGAGE IN BUSINESS OUTSIDE OF OFFICE HOURS

Request for permission to teach, exercise a profession or engage in business outside of office hours shall be approved subject to observance of and compliance with relevant CSC standards and guidelines, such as Memorandum Circular No. 32, series of 1993, among others.

<table>
<thead>
<tr>
<th>Recommending</th>
<th>Approving</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Office</strong></td>
<td></td>
</tr>
<tr>
<td>- Undersecretary/Assistant Secretary</td>
<td>Secretary</td>
</tr>
<tr>
<td>- Director IV and Director III</td>
<td>Undersecretary Concerned</td>
</tr>
<tr>
<td>- below Director III</td>
<td>Director/Official Concerned</td>
</tr>
<tr>
<td><strong>Field Office</strong></td>
<td></td>
</tr>
<tr>
<td>- Regional Director</td>
<td>Asec. Concerned</td>
</tr>
<tr>
<td>- ARD</td>
<td>Regional Director</td>
</tr>
<tr>
<td>- Division Chief</td>
<td>Asst. Regional Director</td>
</tr>
<tr>
<td>- below Division Chief</td>
<td>ARD/Division Chief</td>
</tr>
</tbody>
</table>

E. APPLICATIONS FOR SICK/VACATION/MATERNITY LEAVE AND MONETIZATION OF LEAVE

1. Application for leave of absence, sick or vacation, covering the period of one (1) year or more shall be approved by the Secretary upon recommendation of the Head of the Office/Bureau/Service/Unit concerned.

2. Application for leave of absence of Undersecretaries and Assistant Secretaries regardless of period shall be approved by the Secretary
3. Sick or vacation leave of a thirty (30) day period or more, including maternity leave shall be subject to clearance form money, property and work accountability.

4. Application for leave of officials and employees on detail or secondment shall be approved by the Head of the Receiving Office and submitted to the originating office.

5. If approved vacation leave will be spent outside the country, same shall be submitted to the Office of GASSG for appropriate action i.e. submission to DFA for their information.

6. Application for leave shall be approved by the following:

**Central Office**

1.) Over 30 days but less than 1 year – must be accompanied by an accomplished clearance form.

<table>
<thead>
<tr>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undersecretary</td>
<td>Secretary</td>
</tr>
<tr>
<td>Asst. Secretary</td>
<td>Usec. Concerned</td>
</tr>
<tr>
<td>Director III and above</td>
<td>Usec. / Asec Concerned</td>
</tr>
<tr>
<td>Division Chief</td>
<td>HOBS Concerned</td>
</tr>
<tr>
<td></td>
<td>Usec. In charge of GASSG</td>
</tr>
</tbody>
</table>

2) 30 days or less

<table>
<thead>
<tr>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undersecretary</td>
<td>Secretary</td>
</tr>
<tr>
<td>Asst. Secretary</td>
<td>Usec. Concerned</td>
</tr>
<tr>
<td>-Director III &amp; IV</td>
<td>Asec. Monitor/Coach</td>
</tr>
<tr>
<td>-Division Chief and below</td>
<td>HOBS Concerned</td>
</tr>
<tr>
<td></td>
<td>Director, HRMDS</td>
</tr>
</tbody>
</table>

**Field Office**

1.) Over 30 days but less than 1 year - must be accompanied by an accomplished clearance form.

<table>
<thead>
<tr>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Regional Director and ARD</td>
<td>Undersecretary Concerned</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
</tr>
</tbody>
</table>
-Division Chief                      ARD                      RD
-Below Division Chief               ARD/DC                    RD
2) 30 days or less                  
-Regional Director                 Asec. Concerned            Usec. Concerned
-ARD                               RD                       Usec. Concerned
-Division Chief                     ARD                      RD
-Below Division Chief               Division Chief             RD/ARD

7. Monetization of leave credits is subject to availability of funds. A 10-day monetization of vacation leave of Field Office employees shall be chargeable against their respective Field Offices. Authority to approve requests for monetization of leave credits is delegated to the following:

RECOMMENDING                      APPROVED

Central Office
-10 days vacation leave           Committee on Monetization   Asec. Admin./ Dir. HRMDS

- More than 10 days vacation and sick leaves

Field Office
-30 days vacation leave and below  ARD/DC Concerned       RD

More than 30 days Vacation & Sick leaves  Committee on Monetization  Secretary

F. DAILY TIME RECORDS/LOCATOR SLIP

1. Daily Time Records (DTR) shall be approved by the immediate Supervisor which shall not be lower than a Division Chief or Center Institution Heads in case of Center / Institution Staff.

2. Submission of DTR is required from all employees with salary grade 24 and below.
3. The finger scan, if available, shall be used to record entries in the DTR. If an employee fails to register his/her attendance through finger scan, the Guard-on-Duty or the immediate supervisor shall sign each entry written in ink in the DTR.

4. Employees who leave the work place/building during office hour for official or personal business shall accomplish a Locator Slip in two (2) copies: one (1) for the Guard-on-Duty to be submitted before leaving the work place/building and one (1) for Personnel Division to be attached to the DTR. Locator Slip shall be approved by the immediate supervisor. Submission of Locator Slip is no longer required for Division Chiefs, Drivers, Buyers/Canvassers and Liaison Officers, as well as, employees on official business covered by a special order.

G. APPLICATION FOR RETIREMENT / RESIGNATION / TERMINAL LEAVE

The authority is delegated as follows:

<table>
<thead>
<tr>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office</td>
<td></td>
</tr>
<tr>
<td>-Director III &amp; above</td>
<td>Undersecretary Concerned</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
</tr>
<tr>
<td>-Division Chief and below</td>
<td>HOBS</td>
</tr>
<tr>
<td>Field Office</td>
<td></td>
</tr>
<tr>
<td>-Regional Director and ARD</td>
<td>Undersecretary Concerned</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
</tr>
<tr>
<td></td>
<td>Usec. In charge for GASSG</td>
</tr>
<tr>
<td>-Division Chief</td>
<td>Regional Director</td>
</tr>
<tr>
<td></td>
<td>Usec. In charge for GASSG</td>
</tr>
<tr>
<td>-below Div. Chief</td>
<td>ARD</td>
</tr>
<tr>
<td></td>
<td>RD</td>
</tr>
</tbody>
</table>

H. FOREIGN OR LOCAL SCHOLARSHIP GRANT

1. All nominations for scholarship shall be endorsed by the supervisor (Director level and up) to the Personnel Development Committee through the Secretariat for deliberation and recommendation.

2. Subject to the favourable recommendation of the Personnel Development Committee and in compliance with the provisions of E.O. 367, approval of the attendance to local and foreign scholarship grant is delegated as follows:
RECOMMENDING  

Foreign scholarship grant  Personnel Development Committee  Secretary

Local Scholarship grant

-Government sponsored  Personnel Development Committee  Undersecretary In-charge for GASSG

-Privately sponsored

i. More than 1 year  Personnel Development Committee  Secretary

ii. 1 year or less  Personnel Development Committee  Usec. In-charge for GASSG

I. ATTENDANCE TO LOCAL SEMINARS / NON-DEGREE TRAINING PROGRAMS / WORKSHOPS CONDUCTED BY THE NATIONAL GOVERNMENT OFFICES, PROFESSIONAL ORGANIZATIONS, OR PRIVATE INSTITUTIONS.

CENTRAL OFFICE

-Undersecretaries and Assistant Secretary  Secretary

-Director III & IV  Undersecretary Concerned  Usec. In-charge for GASSG

-Division Chief & below  HOBS Concerned  Usec. In-charge for GASSG

FIELD OFFICE

-Regional Director/ARD  Asec. Concerned  Usec. In-charge for GASSG

-Division Chief and below  ARD / Div. Chief  Regional Director

1. For Central Office, seminars/training/workshops for officials and employees chargeable against DSWD’s Training & Seminar Funds shall be endorsed by HOBS concerned to Career Planning and Development Division (CPDD) and/or SWIDB for monitoring purposes.
2. All officials and employees who attended seminar/training/workshop are required to submit a written report to the HOBS concerned, copy furnished CPDD or SWIDB.

J. REQUEST FOR AUTHORITY TO RENDER OVERTIME

All requests for authority to render overtime services should be filed using the prescribed form and comply with the National Budget Circular No. 410 dated April 28, 1989. In view of budget constraints, the aggregate total of overtime services and employee may be authorized per month shall not exceed 50% of his/her monthly basic salary unless exigency of the service demands otherwise it must be appropriately justified by the supervisor concerned (at least Director Level) and in accordance with the existing guidelines. This authority is hereby delegated as follows:

<table>
<thead>
<tr>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office</td>
<td>HOBS Concerned (at least Director level)</td>
</tr>
<tr>
<td>Field Office</td>
<td>ARD/DC Concerned</td>
</tr>
</tbody>
</table>

K. DOMESTIC TRAVEL ORDERS

1. No official travel shall be undertaken without an approved travel order

2. The Itinerary of Travel shall be approved by the Officer recommending the approval of the Travel Order.

The authority is delegated as follows:

<table>
<thead>
<tr>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office</td>
<td></td>
</tr>
<tr>
<td>-Undersecretaries and Head Exec. Assistant (HEA)</td>
<td>Secretary</td>
</tr>
<tr>
<td>-Assistant Secretary</td>
<td>Undersecretary Concerned</td>
</tr>
<tr>
<td>-Director III and IV</td>
<td>Assistant Secretary Monitor</td>
</tr>
<tr>
<td>-below Director III except OSEC staff</td>
<td>HOBS Concerned</td>
</tr>
<tr>
<td></td>
<td>Undersecretary Concerned</td>
</tr>
</tbody>
</table>
- Driver
  - FAP's NPMO Staff
    - Project Manager

Division Chief, GSD
Project Director/Deputy Project Director

i. OSEC Tech. & Admin.
ii. Internal Audit Office

Director Concerned
Secretary/HEA in the absence of the Secretary

Field Office

Outside the Region

- Regional Director
- ARD
- Division Chief
- below Division Chief

Asec. Monitor Concerned
RD
ARD
DC Concerned

Usec. In charge for OCBG
Usec. In charge for OCBG
RD
RD
RD

Within the Region

- ARD
- Division Chief
- below Division Chief

RD
RD
RD and ARD (for NCR Only)

L. FOREIGN TRAVEL

1. Travel which would entail government expense shall be limited to those which are very urgent and extremely necessary.

2. Travel expense shall be computed in accordance with the provisions of E.O. No. 298, series of 2004.
3. Official travel abroad connected with the foreign scholarship, fellowship training grants and the like, shall be administrated and coordinated by the Personnel Development Committee.

4. Officials and employees may be authorized to travel on personal business provided that there is no use of government funds and that documentary requirement (e.g. approved leave of absence and/or accomplished clearance) are submitted.

5. The authority to approve travel abroad for personal business is delegated as follows:

<table>
<thead>
<tr>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undersecretary and Asst. Secretary</td>
<td>Secretary</td>
</tr>
<tr>
<td>-Director III, IV including RD, ARD</td>
<td>Undersecretary Concerned</td>
</tr>
<tr>
<td>Division Chief and below:</td>
<td></td>
</tr>
<tr>
<td>Central Office</td>
<td>HOBS Concerned</td>
</tr>
<tr>
<td>Field Office</td>
<td>Regional Director</td>
</tr>
</tbody>
</table>

M. NOTICE OF SALARY ADJUSTMENT

Notice of salary adjustment whenever should be automatically issued to employees concerned for their information.

<table>
<thead>
<tr>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office</td>
<td>Director, HRMDS/ Chief, or OIC Personnel Division</td>
</tr>
<tr>
<td>Field Office</td>
<td>RD/ARD</td>
</tr>
<tr>
<td>Chief, Management Div. / HRMO III</td>
<td></td>
</tr>
</tbody>
</table>

12
N. TEMPORARY "SUSPENSION" OF WORK OF THE OFFICE ON A PARTICULAR DAY OR SUCH PART THEREOF.

**RECOMMENDING**

Central Office  Director, HRMDS

Field Office  Asst. Regional Director

**APPROVING**

Central Office  Usec. In charge for GASSG

Field Office  RD

O. PAYROLLS COVERING PAYMENTS OF SALARIES, WAGES AND OTHER CLAIMS FOR COMPENSATION INCLUDING OVERTIME SERVICES.

**CERTIFYING**

Central Office  Chief, Personnel Division

Field Office  Chief, Management Div. HRMO III

**APPROVING**

Central Office  Dir. HRMDS

Field Office  RD/ARD

P. DECISIONS ON ADMINISTRATIVE CASES FOR RANK AND FILE EMPLOYEES

**RECOMMENDING**

Central Office  Legal Service

Field Office  RD/Legal Service

**SIGNING**

Central Office  Usec. In charge for GASSG

Field Office  Usec. In charge for GASSG

**-Grave Offense**

Field Office  RD

**-Less Grave and Light Offenses**

Field Office  RD

II. FINANCIAL MATTERS

A. **REQUISITIONS**

1. Supplies, materials and equipment urgently needed which are not available from stock involving P20,000.00 or less, shall be procured chargeable to the cash advance previously authorized to defray expenses for emergency purchase. The liquidation of cash advance shall be subject to the usual accounting and auditing rules and regulations.
2. Requisitions for supplies, materials, equipment or services worth more than P20,000.00 shall be first forwarded to the Budget Division (for Central Office) or Budget Officer (for Field Office) for earmarking of funds and procured through the usual process, subject to the usual process, accounting and auditing rules and regulations.

3. Requests for repair or replacement of existing equipment or any part thereof shall be prepared by the concerned unit/division/head of office and shall be inspected by the Inspection and Acceptance Committee, which shall contain specific information as to the nature and extent of damage of the equipment.

4. The authority to sign requisitions for issuance/purchase is delegated as follows:

<table>
<thead>
<tr>
<th>CERTIFYING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Office</strong></td>
<td></td>
</tr>
<tr>
<td>-All request except National Relief Operations Center (NROC) Supplies and materials</td>
<td>HOBS Concerned/ Chief, Property &amp; Supply Division Director, Admin. Service</td>
</tr>
<tr>
<td>-NROC supplies &amp; materials</td>
<td>HOBS Concerned                       Usec. In charge for Operations</td>
</tr>
<tr>
<td>-Foreign Assisted Projects (FAPs) – All requests</td>
<td>HOBS Concerned                       Project Director/ Director, Admin. Service</td>
</tr>
<tr>
<td><strong>Field Office</strong></td>
<td></td>
</tr>
<tr>
<td>-All request</td>
<td>HOBS Concerned                       RD</td>
</tr>
<tr>
<td>-Foreign Assisted Projects (FAPs) - All request</td>
<td>ARD/DC Concerned                   RD</td>
</tr>
<tr>
<td></td>
<td>Unit Concerned                       Unit Concerned</td>
</tr>
</tbody>
</table>

5. In line with the release of supplies and materials, equipment available on stock, the Chief or Officer-In-Charge, Property and Supply Division, is hereby authorized to approve and sign Requisition and Issue Slip (RIS) based on approved Annual Procurement Plan (APP) of bureaus, offices and units for issuance purposes.

**B. PURCHASE ORDER/LETTER ORDER / JOB ORDER/MEMORANDUM OF AGREEMENT/CONTRACT OF SERVICES AND OTHER CONTRACTS PERTAINING TO ADMINISTRATIVE SERVICE**

1. Purchase Order/Letter Order/Job Orders must be duly supported by approved Requisition and Issue Slip (RIS), and pre-inspection report, if applicable, with funds appropriately earmarked for the purpose by the Budget Division for CO,
Budget Officer for FO and certified funds available by the Chief Accountant for CO, Head of Accounting Unit for FO, together with other pertinent supporting documents.

2. All Contracts of Services and other Contracts except Purchase Orders/Letter Orders shall be reviewed by the Legal Service for Central Office.

3. For contract of services covering MOA workers, refer to section 1. B. 2

4. The Memorandum of Agreement (MOA) entered between the DSWD which is the First Party and the other National Government Organizations (NGO’s), Local Government Units (LGU’s) and Peoples Organization (PO’s) shall be signed by the Undersecretary of the cluster which initiated the agreement (i.e. transfer of funds to NGAs, NGOs, LGUs and POs). The Undersecretary concerned should also sign the contract of services for the delivery of services, i.e. consultancy, service provider and the like.

5. The authority is delegated as follows:

<table>
<thead>
<tr>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Office</strong></td>
<td></td>
</tr>
<tr>
<td>Purchase Order/Letter Order/Job Orders/ Contract</td>
<td></td>
</tr>
<tr>
<td>- Up to P500,000</td>
<td>HOBS Concerned/ Project Director for FAPS or Deputy Project Director in the Absence of the Project Director</td>
</tr>
<tr>
<td>- More than P500,000 up to P2M</td>
<td>Assec. Concerned/ HOBS Concerned Project Director for FAPS or Deputy</td>
</tr>
<tr>
<td>- More than P2M up to 50 million</td>
<td>Usec./Asec. Concerned Project Director for FAPS or Deputy</td>
</tr>
<tr>
<td>- More than 50 million</td>
<td>Undersecretary in charge for GASSG Project Director for FAPS or Deputy</td>
</tr>
<tr>
<td>- Contract for Consultancy for Foreign Assisted Projects regardless of Amount</td>
<td>HOBS Concerned/ BAC</td>
</tr>
<tr>
<td></td>
<td>Project Director</td>
</tr>
</tbody>
</table>
- Contract not Related to Procurement

<table>
<thead>
<tr>
<th>P2M and Below</th>
<th>HOBS Concerned</th>
<th>Asec. Concerned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above P2M</td>
<td>Asec. Concerned</td>
<td>Usec. Concerned</td>
</tr>
</tbody>
</table>

Field Office

- Up to P100,000
  - Head of Division Concerned
  - ARD/Chief Management Service Div.

- More than P100,000 up to P2 million
  - ARD
  - RD

- More than P2 million
  - ARD
  - RD-subject to specific authority from the Secretary per Transaction

C. ALLOTMENT AND OBLIGATION SLIPS

<table>
<thead>
<tr>
<th>Central/Field Office</th>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chief, Budget Division</td>
<td>Chief, Accounting Division</td>
</tr>
<tr>
<td>Field Office</td>
<td>Budget Officer III</td>
<td>Accountant III</td>
</tr>
</tbody>
</table>

D. ACCEPTANCE AND INSPECTION OF DELIVERIES

1. Deliveries of supplies, materials and equipment based on approved Purchase Orders shall be received by the Supply Officer or Property Custodian subject to final inspection by the Inspection and Acceptance Committee.

2. Jobs/works performed based on approved Purchased Orders, Job Orders and Letter Orders shall be subject to post-inspection by the Inspection and Acceptance Committee.

3. Certificate of acceptance shall be executed by the Chief, General Services Division or Supply Officer or Property Custodian if the inspection shows compliance to specifications appearing on the Purchase Order, Job Order or Letter Order.
E. CERTIFYING FUNDS AVAILABILITY

1. The Accountant IV or the Assistant Chief Accountant shall sign the following Disbursements as to Funds Availability:

1.1 Vouchers for the payment of salaries and wages, allowances, compensation and other personnel services including payment for overtime services irrespective to the amount.

1.2. Regular or Fixed Expenditures such as power, water, telephone, rental, janitorial, security, communication, gasoline and lubricant expenses regardless of the amount.

1.3 Financial assistance for Crisis Intervention.

1.4 Payment for contract of services for MOA workers.

F. APPROVAL OF DISBURSEMENT VOUCHERS

1. The Head of Office/Bureau/Service under whose direct supervision the expense subject of payment was incurred shall sign on Box A of the Disbursement Voucher.

2. Vouchers for payment of salaries, wages, allowances, compensation and other personnel services, including payment for overtime services irrespective of amount shall be signed on Box A by the Chief, Personnel Division and Chief Management Services Division in the Central Office and Field Office, respectively, subject to approval under Box C by the authorized signatories stated in paragraph E.5 of this Order.

3. Likewise, vouchers for payment of regular expenditures such as power, water, telephone, rental and mandatory remittances, regardless of amount, shall be recommended for approval of the Chief, General Services Division, ARD or Division Chief, Management Services Division as the case may be.

4. The Chief of Management Service Division shall be authorized to approve disbursement vouchers of P50,000.00 and below in the absence of both the Regional Director and Assistant Regional Director.

5. The authority to approve Disbursement Vouchers, under Box C therein is delegated as follows:

<table>
<thead>
<tr>
<th>RECOMMENDING</th>
<th>APPROVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office</td>
<td></td>
</tr>
<tr>
<td>-Vouchers for Payroll/</td>
<td>Chief, Personnel Div.</td>
</tr>
<tr>
<td>Salaries &amp; other Employees</td>
<td>Asec.-Coach</td>
</tr>
<tr>
<td>Benefits regardless of amounts.</td>
<td>Monitor for Administration</td>
</tr>
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<td></td>
<td>HRMDS Director</td>
</tr>
</tbody>
</table>

17
- Up to P500,000  
  HOBS Concerned/ Chief, Property & Supply Division  
  Asec. Concerned Director, Administrative Service

- More than P500,000 up to P2M  
  Asec. Concerned/ HOBS Concerned in the absence of the Asst. Sec.  
  Asec. Coach Monitor, Administration

- More than P2M up to P50M  
  Usec. In charge for GASSG

- More than P50M  
  Usec. Concerned and Usec. In charge of GASSG  
  Secretary

Field Office

- Up to P100,000  
  Head of Division Concerned  
  ARD/Chief, Management Services Division In the absence of both RD & ARD

- More than P100,000 up to P2M  
  ARD  
  RD

- More than P2M  
  ARD  
  RD-subject to specific authority from the Secretary

G. SIGNING AND COUNTERSIGNING OF CHECKS

Checks shall be prepared based on duly approved vouchers consistent with payee and amount.

The authority is delegated as follows:

<table>
<thead>
<tr>
<th>SIGNING</th>
<th>COUNTERSIGNING</th>
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</thead>
<tbody>
<tr>
<td><strong>Central Office</strong></td>
<td></td>
</tr>
</tbody>
</table>
| All disbursements  | Cashier  
  Usec. In charge for GASSG/Asec. in charge For Admin./Director, Finance Service |
Field Office
-All disbursement
Cashier
Regional Director/
Asst. Regional Director

This Memorandum Circular shall take effect immediately and supercedes Department Order Nos. 7, 8, 10, 12, 13 & 19, all series of 2002.

Done this 19th day of April 2004, in Quezon City.

CORAZON JULIANO-SOLIMAN
Secretary

A CERTIFIED COPY:

REMIATOF. GilERA
Records Officer III