



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07

MEMORANDUM CIRCULAR

No. 29

Series of 2004

SUBJECT: AMENDMENT TO M.C. NO. 15, S. 2004, "DELEGATION OF AUTHORITY BY THE SECRETARY"

The following provisions of Memorandum Circular No. 15, series of 2004 providing for the Delegation of Authority by the Secretary are hereby amended as follow:

Section I.A.1 is amended to read:

"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

RECOMMENDING APPROVING

X X X

Field Office

- Division Chief

Regional Director

Secretary

X X X "

Section I.A.3 is amended to read:

A.3 Workers under Memorandum of Agreement (MOA) – Regular Program / Locally Funded Projects

Central Office

-Technical /
Non-Technical Workers

HOBS Concerned

**Asec. In-charge
for Admin./
HRMDS Director**

Section I.A.4 is amended to read:

“A.4 **Consultants** / Workers under MOA arrangement of Foreign Assisted Projects (FAPs)

Central Office	HOBS Concerned	Project Director
Field Office	ARD/DC	Regional Director”

Section II.B.5 is amended to read:

B.5 The Authority is delegated as follow

RECOMMENDING APPROVING

Central Office

Purchase Order / Letter Order / Job Orders / Notice of Award

x x x

Consultancy for Foreign Assisted Projects regardless of amount:

-Notice of Award	BAC	HOBS Concerned
-Contract	HOBS Concerned	HOBS Concerned
-Notice to Proceed		HOBS Concerned

x x x “

Section II.F.4 is amended to read:

“4. The Chief of Management Service Division shall be authorized to approve disbursement vouchers of P500,000.00 and below in the absence of both the Regional Director and Assistant Regional Director.”

x x x

- Up to P 500,000	Head of Division Concerned	ARD/Chief Management Services Division in the absence of both RD & ARD
- More than P 500,000 up to P 2M	ARD	RD
- More than P 2M	ARD	RD – subject to specific authority from the Secretary”

Issued in Quezon City, this 15th day of July 2004.


CORAZON JULIANO-SOLIMAN
 Secretary, DSWD

A CERTIFIED COPY:


CARMELITA F. ZAFRA
 Chief, General Services Division
 and OIC, Records Unit