



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. 35
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 II.A.4 is amended to read:

	<u>CERTIFYING</u>	<u>APPROVING</u>
<u>Central Office</u>		
-All request except National Relief Operations Center (NROC) Supplies and materials	HOBS Concerned/Chief/OIC, Property & Supply Division	Director, Administrative Service/ Director BAC Secretariat in the Absence of the Director, Administrative Service

Section II.B.5 is amended to read:

	<u>CERTIFYING</u>	<u>APPROVING</u>
<u>Central Office</u>		
Purchase Order/Letter Order/Job Orders/Contract		
-Up to 500,000	HOBS Concerned/Project Director for FAPS or Deputy Project Director in the Absence of the Project Director	Director, Administrative Service/ Director BAC Secretariat in the Absence of the Director, Administrative Service

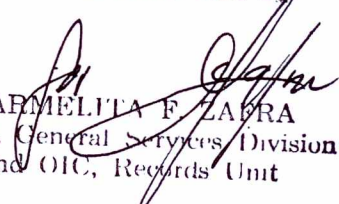
Section F.5 is amended to read:

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

<u>AMOUNT</u>	<u>CERTIFYING</u>	<u>APPROVING</u>
-Up to P10,000	HOBS Concerned	Director, Administrative Service/Chief/OIC, Property & Supply Division
-Up to P500,000	HOBS Concerned/Chief, Property & Supply Division	Director, Administrative Service/ Director, BAC Secretariat in the Absence of the Director, Administrative Service

Issued in Quezon City, this 22th day of September 2004.


CORAZON JULIANO SOLIMAN
Secretary, DSWD

A CERTIFIED COPY:

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