MEMORANDUM CIRCULAR
No. 15
Series of 2010

SUBJECT: ADDENDUM TO MC No. 13 series of 2010 re:
DELEGATION OF AUTHORITY BY THE SECRETARY

In the exigency of service, the following provisions are addendum under Item II
Financial Matters, Letter F, No. 2:

II. FINANCIAL MATTERS

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F. APPROVAL OF DISBURSEMENTS VOUCHERS

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2. The authority to approve Disbursement Vouchers under Box B
therein is delegated as follows:

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2.1 The Director for HRDMS in Central Office is authorized to
approve Disbursements Vouchers regardless of amount for
payment of salaries, wages, allowances, compensation and
other personnel services, including payment of overtime
services, cost of services of MOA workers and mandatory
remittances.

2.2 Likewise, approval for Disbursement Vouchers for payment
of fixed regular expenditures for utilities and services such as
power, water, telephone, gasoline, oil and lubricants,
janitorial and security services and rental regardless of
amount is delegated to the Director for Administrative
Service.

Issued this 20th day of August 2010.

[Signature]
QORAZON JULIANO-SOLIMAN
Secretary