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Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 08
Series of 2010

SUBJECT: AMENDMENT OF MEMORANDUM CIRCULAR NO. 07,
SERIES OF 2009 ON THE DELEGATION OF AUTHORITY
BY THE SECRETARY

I. RATIONALE

In April 2009, Memorandum Circular No. 07 on the delegation of authority by the Secretary to DSWD Officers, of both Central and Field Offices under her direction and supervision in accordance with Section 7, Chapter 2 of the Executive Order No. 292, was issued.

In response to several requests, clarification, issues and concerns raised during the National Management Development Conference conducted last July 1-4, 2009, the following provisions of Memorandum Circular No. 07, series of 2009, are hereby amended.

II. PERSONNEL MATTERS

x x x

A.4. Hiring of Consultants

PROJECT COST	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
<u>Central Office</u>		
Up to P500,000.00	Project Manager	Director, Administrative Service
More than P500,000.00 up to P2M	Project Manager	Asst. Secretary In-charge of GASS
More than P2M up to P50M	Project Manager	Undersecretary In-charge of GASS

¹ In cases where there are two parties indicated as recommending or approving officers, the person indicated first shall be the primary action officer – only in the absence of this person shall the person indicated 2nd takes over.

More than P50M	Project Manager	Secretary
Consultants for Foreign Assisted Projects Regardless of Amount	HOBS Concerned/BAC/Project Manager ¹	Project Director
Field Office Up to P100,000.00	Division Chief Concerned	ARD/Chief Management Division
More than P100,000.00 up to P2M	ARD	RD
More than P2M	ARD	RD – Subject to specific Authority from the Secretary

C. DETAILS, TRANSFERS OR REASSIGNMENTS OF OFFICIALS AND EMPLOYEES

x x x

3. 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 of GASS for Central Office and Regional Director for Field Office, respectively.

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Central Office		
Director III/IV and Division Chief	Undersecretary Concerned	Secretary
Below Division Chief	Coach Monitor	Undersecretary In-charge Of GASS
Field Offices		
Director III/IV and Division Chief	Undersecretary Concerned/Coach Monitor	Secretary

Below Division Chief	Division Chief	Regional Director/Assistant Regional Director in the absence of RD
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E. LEAVE APPLICATIONS AND MONETIZATION OF LEAVE CREDITS

x x x

5. If approved vacation leave of Central Office officials/employees, Regional and Assistant Regional Directors will be spent abroad, same shall be submitted to the Office of the Undersecretary for GASSG for issuance of travel authority in the form of a letter to the DFA for their information. For Regional Offices, approved vacation leave to be spent abroad shall be used to support the travel authority to be issued by the Regional Director or authorized representative.

x x x

6.3 Monetization of leave credits

Monetization of leave credits is chargeable against savings and subject to availability of funds. Monetization of vacation leave of Field Office employees shall be chargeable against their respective Field Offices' funds. Authority to approve requests for monetization of leave credits is delegated to the following:

NUMBER OF LEAVES	RECOMMENDING	APPROVING
Central Office		
10 days vacation leave	HRMDS Director	Asst. Secretary In-charge of GASS/HRMDS Director
More than 10 days vacation and sick leave	HRMDS Director	Undersecretary In-charge of GASS
Field Office		
30 days vacation leave and below	Asst. Regional Director/Regional Director	Regional Director
More than 30 days vacation and sick leaves	Regional Director	Undersecretary In-charge of GASS

x x x

J. DOMESTIC TRAVEL ORDERS

Travel of regional staff from Division Chief and below in "groups" outside of their Field Office boundaries shall be recommended by the Regional Director and approved by the Cluster Undersecretary.

L. NOTICE OF SALARY ADJUSTMENT

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

OFFICE	AUTHORIZED SIGNATORY
<u>Central Office</u>	Director, HRMDS/Chief or OIC Personnel Management Division
<u>Field Office</u>	Regional Director/ Assistant Regional Director

II. FINANCIAL MATTERS

A. REQUISITIONS

X-X-X

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

Central Office

NATURE OF REQUEST	REQUESTING	APPROVING
All requests for procurement except National Relief Operations Center (NROC) Supplies and Materials	HOBS Concerned	Up to P1M - Director, Administrative Service Up to P10M - Asec. for GASSG Up to P50M - Usec. for GASSG More than P50M – Secretary
All requests for issuance of supplies and materials except National Relief Operations Center (NROC) supplies and materials	HOBS Concerned	Administrative Service Director

NROC supplies and materials	<ul style="list-style-type: none"> • HOBBS concerned in case supplies will be used for office consumption with coordination to Dir. Of PMB • PMB in case supplies will be used for disaster operations and/or for allocation to FOs, LGUs and other OUs 	Undersecretary In-charge of OCBG
Foreign Assisted Projects (FAPs) – All requests	Project Manager/ Asec. for GASSG	Director, Admin. Service/ Project Director/ Deputy Project Director

Field Office

All requests	ARD/DC Concerned Center Head	RD/ARD
Foreign Assisted Projects (FAPs) – All requests	Unit Concerned	RD/ARD

5. The Chief or Officer-In-Charge, Procurement and Supply Division, in the case of the Central Office, or the Chief Management Division in the case of the Field Offices, is hereby authorized to approve and sign Requisition and Issue Slip (RIS) for supplies/materials and equipment available on stock for issuance purposes based on approved Annual Procurement Plan (APP) of bureaus, offices and units.

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

x x x

2. The Legal Service and Financial Management Service for Central Office shall review all Memorandum of Agreement (MOA) and/or Contracts executed for and by the agency. In Field Offices, the review may be done by the Management Division Chief and a Retainer Lawyer (in Field Offices where there are Retainer Lawyer) or other competent technical staff in the absence of Retainer Lawyer.

x x x

5. The authority to approve Purchase Order/ Letter Order/ Job Order/ Contract for the procurement of goods and services is delegated as follows:

Central Office	Approving
Up to P1M	Director, Administrative Service
Up to P10M	Asec. for GASSG
Up to P50M	Usec. for GASSG
More than P50 Million	Secretary
Notice of Award and Notice to Proceed	Approving Authority for the Contract
BAC/PDAC Resolution/ Recommendation regardless of amount	Usec. for GASSG
Consultancy Services for Foreign assisted Projects regardless of amount -Notice of Award -Contract -Notice to Proceed	Project Director Project Director Director, Procurement Service
Field Office	Approving
Up to P100,000	Chief, Mngt. Division
Up to P500,000	ARD
Up to 2M	RD/ARD
More than P2M other than PDAF	RD-subject for specific authority from the Secretary per Transaction
More than P2M for PDAF	RD/ARD

F. APPROVAL OF DISBURSEMENT VOUCHERS

1. At the Central Office level, Box A of the Disbursement Vouchers shall be signed by the Head of the Accounting Division. While at the Regional level, this shall be signed by the head of the Accounting Unit. However, in the absence of the head his/her next in rank with an Administrative Officer II position or as designated by the Regional Director shall be authorized to sign the disbursement voucher. The Assistant Chief Accountant at the Central Office shall sign the following disbursement:

1.1. Vouchers for payment of salaries and wages, allowances, compensation and other personnel services including payment for overtime services regardless of 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.

1.5. Cash advances and reimbursements by disbursing officers, officials and employees amounting to P100,000.00 and below.

1.6. Fund transfer to Field Offices and Barangay/Community account by way of check or Notice of Transfer of Allocation (NTA) amounting to P100,000.00 and below.

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

Central Office

Approving

Up to P1M	Director, Admin. Service
Up to P10M	Asec. for GASSG
Up to P50M	Usec. for GASSG
More than P50M	Secretary

Field Office

Approving

Up to P100,000	Chief, Management Division
Up to P500,000	ARD
Up to P2M	RD/ARD
More than P2M other than PDAF	RD- subject to specific authority from the Secretary
More than P2M for PDAF	RD/ARD

3. In case that the three (3) executive officials in the central office are simultaneously on official business, an Officer of the Day shall be designated and the authority is hereby delegated to approve disbursement vouchers and Sub-Allotment Release Order (Sub-ARO) more than P500,000 up to P50M.

G. SIGNING AND COUNTERSIGNING OF CHECK

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

The authority is delegated as follows:

Central Office

	SIGNING	COUNTERSIGNING
All disbursements	Cashier	Up to P20M - Director, Financial Management Service Up to P50M - Asec. for GASSG/Usec. for GASSG More than P50M- Secretary

Field Office

	SIGNING	COUNTERSIGNING
All disbursements	Cashier	Up to P50,000 - Chief, Management Division Up to P500,000 - ARD Up to P2M - RD/ARD More than P2M other than PDAF - RD- subject to specific authority from the Secretary More than P2M for PDAF – RD/ARD

This Order shall take effect immediately and supersedes previous orders inconsistent herewith.

Issued this 25th day of May 2010.

C. Capadocia-Yangco
CELIA CAPADOCIA-YANGCO
Acting Secretary
[Handwritten initials]