



Republic of the Philippines
Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

No. 08
Series of 2011

**SUBJECT: AMENDMENT TO M.C. No. 13 SERIES OF 2010 RE:
DELEGATION OF AUTHORITY BY THE SECRETARY**

The following provisions under Financial Matters of Memorandum Circular No. 13 series of 2010 on the Delegation of Authority by the Secretary are hereby amended to re-define the level of authority delegated to the Undersecretary and the Assistant Secretary for GASSG:

II. FINANCIAL MATTERS

A. REQUISITIONS

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

REQUESTING

APPROVING

Central Office

All requests for procurement except National Relief Operations Center (NROC) Supplies and Materials	HOBS Concerned	Up to P1M Director, Admin. Service
		Up to P10M Asec. for GASSG
		Up to P50M Usec. for GASSG
		More than P50M Secretary

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

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

APPROVING

Central Office

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

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E. SUB-ALLOTMENT RELEASE ORDER (SUB-ARO)

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The authority is delegated as follows;

Approving

Up to P500,000	Director, Financial Management Service
Up to P10M	Assistant Secretary for GASSG
More than P10M	Undersecretary for GASSG

F. APPROVAL OF DISBURSEMENT VOUCHERS

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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

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G. SIGNING AND COUNTERSIGNING OF CHECKS

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The authority is delegated as follows:

Central Office

SIGNING

COUNTERSIGNING

All Disbursements	Cashier	<p>Up to P10M - Director, Financial Management</p> <p>Up to P20M - Asec. for GASSG</p> <p>Up to P50M - Usec. for GASSG</p> <p>More than P50M - Secretary</p> <p>Up to P50M - Director, Administrative Service (in the absence of the Director for FMS, Asec. and Usec. for GASSG)</p>
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This order shall take effect on 01 October 2011.

Issued this 30th day of September 2011 in Quezon City.


CORAZON JULIANO-SOLIMAN
 Secretary

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