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MEMORANDUM CIRCULAR

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Subject: **UPDATED MANUAL OF DELEGATION  
AND DELINEATION OF AUTHORITY**

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In the interest of the service, after consultation with the Department Executive Committee, Management Committee and Field Office Directors, the attached "Updated Manual of Delegation and Delineation of Authority" is hereby prescribed to rationalize and expedite the processing of documents pertaining to administrative, human resource, financial, regulatory and other management matters. Said Manual shall serve as guide and reference on the delegated authorities concerning officials in the Central Office and Field Offices.

This Memorandum Circular takes effect immediately and supersedes DSWD Memorandum Circular No. 9, series of 2012, Memorandum Circular No. 13, series of 2012, and other issuances inconsistent herewith.

Issued this 27<sup>th</sup> day of May 2014.

  
CORAZON JULIANO-SOLIMAN  
Secretary

Certified Copy:

  
MAY 27 2014  
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**UPDATED MANUAL OF DELEGATION AND DELINEATION OF AUTHORITY  
IN THE DSWD**

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## Purpose

The purpose of this Manual is to define the parameters of authority at various levels of management from the Secretary to the lower levels of supervision. All other authorities not included in this Manual remain with the Secretary unless otherwise delegated. However, the exercise of authority, even if delegated, shall remain the prerogative of the Secretary.

The objectives of this Manual are:

1. To provide clear guidance on the level of authority in the Central Office and Field Offices.
2. To enhance the efficiency of the administrative, human resource, financial management, and internal auditing systems.
3. To promote transparency, accountability and responsibility to all officials of the Department
4. To guide the clientele and other concerned stakeholders, offices / agencies in transacting business with the Department.



## Meaning of Approval

The action of approving authorities indicated in this Manual is based on due diligence and Completed Staff Work (CSW), *e.g.*, processed by the concerned staff / personnel. In cases where further approval of higher authorities and agencies external to the DSWD is necessary, the signature of the approving authorities listed in the Manual should not be taken to mean final approval.

In the recommending and approving authorities, the delegated functions are specified as follows:

1. A slash (“ / ”) means either of the officials indicated may sign.
2. A semicolon (“;”) means the later official may sign in the absence of the former.
3. In the absence of the authorized officials, the Officer-in-Charge, if any, shall automatically recommend / approve, unless otherwise specified.
4. The word **“concerned”** means that the concerned official shall sign, depending on the delegated subject matter (*e.g.*, Administrative, Human Resource, Financial, etc.). In the Field Office, this could mean either the Assistant Regional Director for Operations (ARDO) or the Assistant Regional Director for Administration (ARDA), depending on the subject matter or the unit covered.
5. Supervising ASEC / USEC means that the official concerned signs based on that official’s management control and supervision stipulated in the Management Structure.
6. The word **“authorized”** means that a Special Order has been issued by the Secretary specifically authorizing a particular official to act or sign on official documents.
7. In case no Assistant Secretary is assigned to a particular Cluster, the Head of the concerned Office, Bureau, Service, or Unit (OBSU) shall be the recommending authority to the Undersecretary or Cluster Head. In case no Undersecretary is assigned to a particular Cluster, the Assistant Secretary/Officer in Charge shall be the recommending authority to the Secretary.
8. Where an RD or ARD would otherwise be both the Approving Authority and the Requesting / Recommending Party (*e.g.*, in the concurrent capacity as Operations Division Chief), the Approving Authority shall instead be the Management Division Chief.

In all other cases where an official would otherwise be both the Approving Authority and the Requesting / Recommending Authority, the Approving Authority shall instead be that official’s immediate superior (*e.g.*, for an ARD, the RD, for a CO Director, the ASEC concerned; for an ASEC, the USEC concerned; and for a USEC, the Secretary).



## Acronyms and Abbreviations

ARD	Assistant Regional Director
ARDA	Assistant Regional Director for Administration
ARDO	Assistant Regional Director for Operations
AS	Administrative Service
ASEC	Assistant Secretary
CESB	Career Executive Service Board
CO	Central Office
CO-PSB	CO Personnel Selection Board
CDEW	Career Development and Employee Welfare Division
CSC	Civil Service Commission
DC	Division Chief
FAP	Foreign-Assisted Project
FMS	Financial Management Service
FO	Field Office
FO-PSB	FO Personnel Selection Board
GASSG	General Administration and Support Services Group
GOP	Government of the Philippines
HEA	Head Executive Assistant
HOBS	Head of Office / Bureau / Service
HRDB	Human Resource Development Bureau
IAS	Internal Audit Service
ICTMS	Information and Communication Technology Management Service
IDG	Institutional Development Group
LGU	Local Government Unit
LS	Legal Service
MOA	Memorandum of Agreement
NGA	National Government Agency
NGO	Non-.Government Organizations
NROC	National Relief Operations Center
OBS	Office, Bureau or Service
OBSU	Office, Bureau, Service or Unit
OIC	Officer-in-Charge
OPG	Operations and Programs Group
OSEC	Office of the Secretary
OSG	Office of the Secretary Group
PDAC	Property Disposal and Awards Committee
PDC	Personnel Development Committee
PPMD	Procurement Planning and Management Division
PPMP	Project Procurement Management Plan
PS	Procurement Service
PSB	Protective Services Bureau
PO	People's Organization
PPG	Policy and Plans Group
RD	Regional Director
SMS	Social Marketing Service
USEC	Undersecretary



I. PERSONNEL MATTERS

A. ORIGINAL, INITIAL, RENEWAL AND PROMOTIONAL APPOINTMENTS <sup>1</sup>

1. Regular/Permanent Employees<sup>2</sup>

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
CO	DC	CO-PSB	Secretary	
	Below DC <i>except</i> Social Welfare Attaché <sup>3</sup>	CO-PSB	USEC for IDG	
	Social Welfare Attaché	EXECOM	Secretary	
FO <sup>4</sup>	DC	CO-PSB / RD (thru CO-PSB)	Secretary	
	Below DC	FO-PSB	FO is CSC-accredited	RD
			FO is not CSC-accredited	USEC for IDG

2. Contractual / Casual Employees<sup>5</sup>

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
CO	First and Second Level Positions	CO-PSB	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters	
FO	First and	FO-PSB (for initial hiring)	FO is CSC-accredited	RD

<sup>1</sup> All original, renewal and promotional appointments are subject to compliance with existing CSC laws, rules and regulations.

<sup>2</sup> Third-level officials (Directors and above) are appointed by the President of the Philippines upon the recommendation of the Department Secretary.

<sup>3</sup> DSWD Social Welfare Attachés are selected per Administrative Order No. 06, series of 2013, entitled, "Guidelines on the Management of Social Welfare Attache Office at the Philippine Embassy/Foreign Posts and Selection and Placement of Social Welfare Attaches."

<sup>4</sup> FOs that are not CSC-accredited to take final action on appointments shall endorse proposed appointments for review of the CO PSB. If in order, the CO PSB shall recommend the same to the appointing authority indicated above for appropriate action.

<sup>5</sup> Per Memorandum Circular No. 15, series of 2008, entitled, "Implementing Guidelines for MC No. 35, s. of 2003, on DSWD Merit Selection Plan, Rescinding Administrative Order No. 224, s. 2002 on Functions and Terms of Reference of the Personnel Selection Board," all appointments should pass thru PSB, except: (a) substitute appointments due to their short duration and emergency nature; (b) appointment to personal and primarily confidential positions; and (c) all appointments to entry laborer positions.

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
	Second Level Positions	ARD / DC concerned (for renewal)	FO is not CSC-accredited	USEC for IDG

### 3. Contract of Service (COS) / Memorandum of Agreement (MOA) Workers and Consultants <sup>6</sup>

#### a) COS / MOA Workers (Technical / Non-technical) <sup>7</sup>

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	GOP / Regular MOA	HOBS concerned	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters
	FAP	Project Manager	National Project Director/Deputy Project Director concerned
FO	GOP / Regular MOA	ARD / DC concerned	RD
	FAP	Regional Project Manager	RD

#### b) Consultants

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	OBS	HOBS	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters
	FAP	Project Manager	National Project Director/Deputy Project Director concerned
FO	Units	ARD concerned	RD
	FAP	ARD concerned/ Regional Project Manager	RD

<sup>6</sup> Subject to existing rules and guidelines on the selection and hiring of MOA workers and consultants.

<sup>7</sup> The creation of COS/MOA positions is subject to the approval of the Secretary upon the recommendation of the Usec. for IDG (with respect to manpower planning) and the Usec. for GASSG (with respect to fund availability). All requests for the filling up of previously-approved MOA positions is subject to the approval of the Usec for IDG, upon certification by the FMS that funds are available and programmed under the Work and Financial Plan (WFP) of the requesting OBSU.

All COS/MOA contracts shall be signed by the respective cluster heads, upon the recommendation of the heads of OBSUs. Prior to approval of the approving authority, all contracts shall be reviewed by the HRDB in the CO or by the Management Division in the FO. In all cases, OBSUs should ensure the availability of funds prior to the hiring of COS/MOA workers.





**B. DESIGNATION OF OFFICIALS AND EMPLOYEES<sup>8</sup>**

	TO BE DESIGNATED AS:	RECOMMENDING AUTHORITY		APPROVING AUTHORITY
<b>CO</b>	DC, Director III / IV of OBS under OSEC	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters		Secretary
	Below DC	OSEC Cluster	HEA	Asec OSG
		Other Clusters	ASEC concerned	
<b>FO</b>	RD/ARD	Asec OSG, after consultation with EXECOM		Secretary
	DC	RD (thru ASEC OSG)		Secretary
	Below DC	ARD concerned		RD

**C. DETAILS, TRANSFERS OR REASSIGNMENTS OF OFFICIALS AND EMPLOYEES<sup>9</sup>**

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<sup>8</sup> The designation of officials and employees for third level positions shall be based on the criteria for the selection and promotional appointments set forth by the CESB. The Special Order designating Officials and employees may be drafted by Offices concerned. However, to ensure that the Special Order is in accordance with existing policies and the prescribed template, it must be reviewed by the by the HRDB in the CO or by the Management Division in the FO.

<sup>9</sup> The transfer, detail or reassignment of officials and employees must be in accordance with the CSC and CESB rules.

**1. Details and Transfers**

		RECOMMENDING AUTHORITY		APPROVING AUTHORITY
<b>CO</b>	Director III / IV and DC	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters		Secretary
	Below DC	OSEC Cluster	HEA	Asec OSG
		Other Clusters	ASEC concerned	
<b>FO</b>	RD/ARD	Asec OSG, after consultation with EXECOM		Secretary
	DC	RD (thru ASEC OSG)		Secretary
	Below DC	ARD concerned		RD

**2. Detail / Secondment to any Government or Private Organization**

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Personnel under OSEC Cluster	HEA/Asec OSG	Secretary
Personnel under other Clusters	USEC concerned	Secretary

**3. Transfer to Another Government Office**

		RECOMMENDING AUTHORITY		APPROVING AUTHORITY
<b>CO</b>	DC and above	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters		Secretary
	Below DC	OSEC Cluster	Asec OSG	Secretary
		Other Clusters	ASEC concerned	
<b>FO</b>	RD/ARD	Asec OSG, after consultation with EXECOM		Secretary
	DC	ASEC OSG		Secretary
	Below DC	ARD concerned		RD

4. Reassignment between OBSs (for both CO and FOs) <sup>10</sup>

	RECOMMENDING AUTHORITY		APPROVING AUTHORITY
Within a Cluster	OSEC Cluster	HEA/Asec OSG	Secretary
	Other Clusters	ASEC / Coach Monitor concerned	USEC Concerned
Between Clusters	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters		Secretary

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<sup>10</sup> Special Orders regarding movement of officials and employees may be drafted by OBSUs concerned. However, to ensure that the Special Order is in accordance with existing policies and the approved template, it must pass through the HRDB in the CO or by the Management Division in the FO. Upon approval by the authorized official, for record purposes, copies of the Special Order shall be given to the HRDB in the CO or to the Management Division in the FO.



**D. REQUESTS FOR PERMISSION TO TEACH, EXERCISE PROFESSION OR ENGAGE IN BUSINESS OUTSIDE OF OFFICE HOURS <sup>11</sup>**

		RECOMMENDING AUTHORITY		APPROVING AUTHORITY
CO	Director III and above	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters		Secretary
	Below Director III	OSEC Cluster	HEA	Asec OSG
		Other Clusters	Asec Concerned	
FO	Director III / IV OIC, Director III / IV	Asec OSG		Secretary
	DC and below	ARD concerned		RD

**E. REQUESTS FOR REVISED WORK SCHEDULE DUE TO SCHOLARSHIPS / TRAININGS AND OTHER CIRCUMSTANCES**

			RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	DC and below	Due to scholarships and trainings approved by the PDC or the Department	HRDB Director	Usec IDG
		Due to special circumstances other than the above	Director / Official concerned	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters
FO	DC and below	Due to scholarships and trainings approved by the PDC or the Department	Regional PDC / ARD concerned	RD
		Due to special circumstances other than the above	ARD concerned	RD

<sup>11</sup> Requests for permission to teach, exercise private practice of profession or engage in business outside of office hours shall be approved subject to observance of and compliance with relevant CSC rules such as Memorandum Circular No. 32, s.1993, DSWD internal guidelines and other relevant issuances.



**F. LEAVE APPLICATION AND MONETIZATION OF LEAVE CREDITS<sup>12</sup>**

**1. Leave applications (including Terminal Leave)**

		RECOMMENDING AUTHORITY		APPROVING AUTHORITY
CO	USEC	-		Secretary
	ASEC	USEC concerned		Secretary
	Director III / IV OIC Director III / IV	OSEC Cluster	Asec OSG	Secretary
		Other Clusters	USEC concerned	

<sup>12</sup> Notes:

1. All applications for leave shall be accompanied by a certificate of leave credits issued by the Personnel Administration Division at the CO, or the Management Division at the FO.
2. Application for leave of absence, sick or vacation, covering the period of one (1) year or more shall be approved by the Secretary upon recommendation of the HOBS concerned and endorsed by the Asec OSG for OBSUs under OSEC and USEC and / or Coach Monitor concerned for the other clusters.
3. Applications for sick, vacation or maternity leave for thirty (30) days or more, and for terminal leave regardless of length, shall be accompanied by an accomplished Clearance Form.
4. Application for leave of personnel on detail or secondment shall be approved by the Head of the Receiving Office, copy furnished the originating office.
5. For leaves to be spent abroad, refer to section on Foreign Personal Travel.

			RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
CO	DC and below	OSEC Cluster	HEA	Asec OSG	
		Other Clusters	<i>Up to 30 days leave</i>	HOBS concerned	AS Director
			<i>More than 30 days leave</i>	Asec concerned	Usec concerned
FO	Director III / IV OIC-Director III / IV		ASEC OSG	Secretary	
	DC and below	<i>Up to 30 days leave</i>	DC/ARD concerned	ARDA	
		<i>More than 30 days leave</i>	RD	Asec OSG	

## 2. Monetization of leave credits <sup>13</sup>

	RECOMMENDING AUTHORITY		APPROVING AUTHORITY
CO	CO Committee on Monetization		USEC for GASSG
FO	RD / ARD	FO Committee on Monetization	USEC for GASSG
	DC and below	FO Committee on Monetization	RD

<sup>13</sup> Monetization of leave credits is chargeable against savings and subject to availability of funds.



**G. APPLICATION FOR RETIREMENT / RESIGNATION**

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
CO	Usec/Asec Director III / IV	- Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters	Secretary	
	DC and below	HOBS	OSEC Cluster	Asec OSG
			Other Clusters	Usec concerned
FO	RD/ARD	Asec OSG	Secretary	
	DC and below	ARD concerned	RD	

**H. FOREIGN / LOCAL SCHOLARSHIP AND TRAINING <sup>14</sup>**

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Director III / IV OIC Director III / IV	PDC	Secretary
DC and below	PDC	Usec for IDG

**I. REQUEST TO ATTEND SPECIALIZED TRAININGS / LOCAL SEMINARS / NON-DEGREE TRAINING PROGRAMS / WORKSHOPS CONDUCTED BY NATIONAL GOVERNMENT OFFICES, PROFESSIONAL ORGANIZATIONS, OR PRIVATE INSTITUTIONS <sup>15</sup>**

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC / ASEC	-	Secretary
	Director III / IV OIC Director III / IV	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters	Secretary
	DC and below	HOBS concerned	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters
FO	RD/ARD	PDC, Asec OSG and Usec IDG	Secretary
	DC and below	ARD concerned	RD

<sup>14</sup> All nominations shall be endorsed by the PDC.

<sup>15</sup> Personnel who attend seminar / training / workshop must submit, within one week from their return, a written report to their supervisors, copy furnished the HRDB and CBB.



**J. REQUEST FOR AUTHORITY / CONFIRMATION OF AUTHORITY TO RENDER OVERTIME <sup>16</sup>**

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
<b>CO</b>	Director III OIC Director III	HEA for OBSUs under OSEC; Asec concerned for the other clusters	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters
	DC	-	Director concerned <sup>17</sup>
	Below DC	DC concerned	Director concerned
<b>FO</b>	RD / ARD	HEA	Asec OSG
	DC and below	ARD concerned	RD

**K. DOMESTIC TRAVEL <sup>18</sup>**

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
<b>CO</b>	USEC and ASEC	-	Secretary	
	Director III / IV	OBS under OSEC	HEA	
		Other OBS	ASEC concerned	
	DC and below	HOBS	OBS under OSEC	Asec OSG
		HOBS	Other OBS	ASEC concerned
	NPMO Staff of FAPs	Project Manager	Deputy Project Director for Operations	
	Driver	General Services Division DC	AS Director	
	Inter-cluster group, team or committee	Head of group, team or committee	Secretary / USEC concerned	

<sup>16</sup> Requests for authority to render overtime services shall be filed using the prescribed form. Overtime work shall be compensated in accordance with the guidelines under Joint CSC-DBM Circular No. 2, s.2004 as amended by Joint Circular No. 2-A, s.2005, and DSWD Memorandum dated 27 April 2006. In view of budget constraints, the aggregate total of overtime services an employee may be authorized per annum shall not exceed 50% of that employee's annual basic salary. Unless exigency of the service demands otherwise, such requests must be appropriately justified by the supervisor concerned (at least Director level) and in accordance with existing guidelines.

<sup>17</sup> HOBS concerned must always abide by existing rules and guidelines regarding overtime work.

<sup>18</sup> No official travel shall be undertaken without an approved Travel Order. The Itinerary of Travel shall be approved by the officer recommending the approval of the Travel Order.



			RECOMMENDING AUTHORITY	APPROVING AUTHORITY
FO	Outside Region	RD / ARD	Asec OSG	Secretary
		DC and below	ARD concerned	RD
	Within Region	ARD		RD
		DC and below	ARD concerned	RD

**L. FOREIGN TRAVEL**

**1. OFFICIAL TRAVEL <sup>19</sup>**

		RECOMMENDING AUTHORITY		APPROVING AUTHORITY
CO	USEC / ASEC	-		Secretary
	Director III / IV	OBS under OSEC	Asec OSG	Secretary
		Other OBS	USEC concerned	
	DC and below	ASEC concerned		Secretary
FO	RD/ARD	Asec OSG		Secretary
	DC and below	RD		Secretary

<sup>19</sup> Notes:

1. Travel which would entail government expense shall be limited to those which are very urgent and extremely necessary.
2. Travel expense shall be computed in accordance with the provisions of E.O. No. 298, series of 2004.
3. Official travel abroad connected with the foreign scholarship, fellowship training grants and the like, shall pass through the Personnel Development Committee.



2. **PERSONAL TRAVEL (Application for Travel Authority in the form of a letter to the Department of Foreign Affairs)** <sup>20</sup>

		RECOMMENDING AUTHORITY		APPROVING AUTHORITY	
CO	USEC and ASEC	-		Secretary	
	Director III / IV	OBS under OSEC	Asec OSG	Secretary	
		Other OBS	USEC concerned		
	DC and below	OBS under OSEC	HEA		Secretary
		Other OBS	ASEC concerned		
	NPMO Staff of FAPs	Project Manager			Secretary
Inter-cluster group, team or committee	Head of group, team or committee			Secretary	
FO	RD / ARD	Asec OSG		Secretary	
	DC and below	ARD concerned		Secretary	
	ARD	-		Secretary	
	DC and below	ARD concerned		Secretary	

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<sup>20</sup> Personnel may be authorized to travel on personal business provided that there is no use of government funds and that documentary requirements (e.g., approved leave of absence, accomplished clearance) are submitted.



**M. NOTICE OF SALARY ADJUSTMENT <sup>21</sup>**

	<b>ISSUING AUTHORITY</b>
CO	Director, Administrative Service / Chief or OIC Personnel Administration Division
FO	Regional Director / Assistant Regional Director for Administration

**N. TEMPORARY/EMERGENCY SUSPENSION OF WORK OF THE OFFICE  
ON A PARTICULAR DAY OR SUCH PART THEREOF**

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
CO	Director, Administrative Service	USEC for GASSG
FO <sup>22</sup>	Management Division Chief	Regional Director

**O. PAYROLLS COVERING PAYMENTS OF SALARIES, WAGES AND  
OTHER CLAIMS FOR COMPENSATION INCLUDING OVERTIME SERVICES**

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
CO	Chief, Personnel Administration Division	Director, Administrative Service
FO	Chief, Management Division / Administrative Officer concerned	RD / ARDA

**P. CLEARANCE**

	<b>APPROVING AUTHORITY</b>
CO	USEC for GASSG
FO	RD <sup>23</sup>

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<sup>21</sup> Notice of Salary Adjustment shall be automatically issued to employees concerned for their information.

<sup>22</sup> Temporary/emergency suspension of work at the FOs must be reported to the Office of the Secretary immediately.

<sup>23</sup> For clearances for purposes of foreign travel or separation from the service, and for clearances for RDs and ARDs, aside from clearance from the FO, clearance from the CO must also be secured.



II. ADMINISTRATIVE AND FINANCIAL MATTERS

A. PROPERTY AND ASSET MANAGEMENT

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Reports on the Physical Count of Property, Plant and Equipment (PPE)	AS Director and ASEC for GASSG	USEC for GASSG
FO		Management Division Chief/ARDA	RD
CO	Appraisal Reports and/or Disposal of Real Properties	CO PDAC	Secretary
FO		Regional PDAC	Secretary
CO	Appraisal Reports and/or Disposal of Unserviceable Properties other than Real Properties	CO PDAC	USEC for GASSG
FO		Regional PDAC	RD
CO	Requests for relief from Accountability for Government Properties Lost by Officials and Employees	USEC for GASSG upon endorsement of HOBS and USEC concerned	COA
FO		RD	COA



**B. REQUISITIONS FOR PROCUREMENT – REQUESTS FOR GOODS, CIVIL WORKS AND CONSULTING SERVICES <sup>24</sup>**

			REQUESTING	CERTIFYING	APPROVING	
CO	All requests for supplies, materials, civil works and consulting services for Divisions and Units	Up to P10M	Division Chief / Unit Head concerned	Division Chief, Budget Division of FMS – as to fund source and conformity with the WFP; Division Chief, PPMD of PS – as to conformity with the PPMP	Director concerned	
		More than P10M	Director concerned		Up to P25M	HEA for OBSUs under OSEC; ASEC concerned for the other clusters
					Up to P100M	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters
					More than P100M	Secretary

<sup>24</sup> Notes:

1. *Supplies, materials and equipment urgently needed which are not available from stock involving P15,000.00 or less (per COA Circular No. 97-002) shall be procured chargeable to the cash advance previously authorized to defray expenses for emergency purchase. The usual procurement process in accordance with DSWD Memorandum Circular No. 02, s.2007 Section 7.2 shall be followed. The liquidation of cash advance shall be subject to the usual accounting and auditing rules and regulations.*
2. *Requisitions for the purchase of supplies, materials, equipment or services shall be first forwarded to the Budget Division (for CO) or Budget Officer (for FO) to ensure that funds are allocated from appropriate budget items and shall be procured through the usual process, subject to the usual accounting and auditing rules and regulations.*
3. *Requests for repair or replacement of existing equipment or any part thereof shall be prepared by the concerned OBSU and shall be supported with Pre-Inspection Report from the Inspection and Acceptance Committee, and appropriate assessment report from the Information and Communications Technology Management Service (for IT equipment), Communication Unit (for Mobile phone and accessories), Building and Maintenance Unit (for repairs and maintenance), or with the Technician Report (for copier and facsimile machines), which shall contain specific information as to the nature and extent of damage of the equipment.*



		REQUESTING	CERTIFYING	APPROVING	
CO	All requests for supplies, materials, civil works and consulting services for Office of Directors	Director concerned	Division Chief, Budget Division of FMS – as to fund source and conformity with the WFP;  Division Chief, PPMD of PS – as to conformity with the PPMP	Up to P25M	HEA for OBSUs under OSEC; Asec concerned for the other clusters
				Up to P100M	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters
				More than P100M	Secretary
	FAPs – All requests	Project Manager	Division Chief, Budget Division of FMS – as to fund source and conformity with the WFP;  Division Chief, PPMD of PS – as to conformity with the PPMP	Deputy Project Director for Operations	
FO	All requests (including Centers and Institutions)	DC concerned	Accountant/Chief, Management Division	RD	



**C. REQUISITIONS FOR ISSUANCE FROM STOCK**

	REQUESTING AUTHORITY	APPROVING AUTHORITY
CO	HOBBS concerned	PS Director
FO	Division concerned	Chief, Management Division/ARDA

**D. ACCEPTANCE AND INSPECTION OF DELIVERIES <sup>25</sup>**

**D.1 Inspection**

	REQUESTING AUTHORITY	SIGNING AUTHORITY
CO	Chief, Contract Management Division-PS	Chair, Inspection Committee
FO	Procurement Unit	Chair, Inspection Committee

**D.2 Acceptance**

	RECOMMENDING AUTHORITY	SIGNING AUTHORITY
CO	Chair, Inspection Committee	HOBBS
FO	Chair, Inspection Committee	HOBBS

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<sup>25</sup> Notes:

1. Deliveries of supplies, materials and equipment based on approved Purchase Orders shall be received by the Supply Officer or Property Custodian subject to final inspection by the Inspection Committee.
2. Jobs / works performed based on approved Purchase Orders, Job Orders or Letters Orders shall be subject to post-inspection by the Inspection and Acceptance Committee.
3. If the inspection complies with the specifications appearing on the Purchase Order, Job Order or Letter Order, the Chief, General Services Division or Supply Officer or Property Custodian shall execute a Certificate of Acceptance.

E. PURCHASE ORDER / LETTER ORDER / JOB ORDER / CONTRACT / NOTICE OF AWARD / NOTICE TO PROCEED FOR THE PROCUREMENT OF GOODS , CIVIL WORKS AND CONSULTING SERVICES <sup>26</sup>

	AMOUNT	RECOMMENDING	CERTIFYING		APPROVING AUTHORITY
CO	Up to P10M	BAC	PS and FMS Directors		HOBBS concerned
	Up to P25M	BAC	OSEC Cluster	HEA and Asec for GASSG	Asec OSG
			Other Clusters	ASEC for GASSG	ASEC concerned
	Up to P100M	BAC	OSEC Cluster	Asec OSG <b>and</b> Asec for GASSG	USEC for GASSG
			Other Clusters	Asec concerned <b>and</b> Usec for GASSG	USEC concerned
More than P100M	BAC	Asec OSG for OBSUs under OSEC and Usec concerned for the other clusters, <b>and</b> Usec for GASSG		Secretary	
FO	Up to P5M	DC concerned	Accountant/Chief, Management Division		ARD concerned
	Up to P10M	DC concerned	Accountant/Chief, Management Division		RD
	More than P10M	DC concerned	Accountant/Chief, Management Division		Secretary, unless RD is specifically authorized

<sup>26</sup> Notes:

1. Any Purchase Order / Letter Order / Job Order must be duly supported by approved Requisition and Issue Slip (RIS), and Pre-Inspection Report, if applicable, with funds appropriately earmarked for the purpose by the Budget Division for CO, Budget Officer for FO, and certified funds available by the Chief Accountant for CO, Head of Accounting Unit for FO, together with other pertinent supporting documents.
2. For the CO, all MOAs and Contracts shall be reviewed by the LS and FMS. For the FOs, the review may be done by the Chief, Management Division and a Retainer Lawyer or, in the absence of Retainer Lawyer, other competent technical staff.
3. For contract of services covering MOA workers, refer to the appropriate section above.
4. If there is no space in the form used for the Recommending Authority and / or the Certifying authority to sign, they may initial below the Approving Authority, or their recommendation / certification may be attached in a separate document.





**F. CONTRACTS NOT INVOLVING PROCUREMENT**

	<b>SUBJECT OF CONTRACT</b>	<b>RECOMMENDING AUTHORITY / WITNESS</b>	<b>APPROVING AUTHORITY / AUTHORIZED SIGNATORY</b>
<b>CO</b>	Project Implementation, regardless of source of funds	HOBS	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters
	Transfer of funds to NGAs, NGOs, LGUs and POs	Asec OSG for OBSUs under OSEC; Usec concerned for the other clusters	Secretary
	Receipt of foreign and local donations and / or Deed of Donation and Acceptance	USEC concerned / HOBS	Secretary
<b>FO</b>		DC / Unit Head concerned	RD; ARD concerned

**G. OBLIGATION REQUEST / BUDGET UTILIZATION REQUEST <sup>27</sup>**

	<b>BOX A</b>	<b>BOX B</b>
<b>CO</b>	HOBS concerned	Chief, Budget Division
<b>FO</b>	Head of Office / Division concerned	Head, Budget Unit

**H. SUB-ALLOTMENT ORDER (SUB-ARO) <sup>28</sup>**

<b>AMOUNT</b>	<b>APPROVING AUTHORITY</b>
Up to P500,000	FMS Director
Up to P10M	ASEC for GASSG
More than P10M	USEC for GASSG

<sup>27</sup> The Head of Requesting OBSU shall sign on Box A of the Obligation Request / Budget Utilization Request to certify that the expense is necessary, lawful and incurred under his / her direct supervision, and that supporting documents are valid, proper and legal. The Chief, Budget Division in the CO, or the Head of Budget Unit in FOs, shall sign on Box B to certify availability of allotment and that the expense subject for payment was obligated.

<sup>28</sup> Funds transferred by the CO to the different FOs must be used strictly in accordance with the intended purpose with the necessary financial reports rendered by the recipient office to the CO Budget Division.



I. DISBURSEMENT VOUCHERS

1. Box A

		APPROVING AUTHORITY
CO	Disbursement Vouchers	Head, Accounting Division
	Others <sup>29</sup>	Assistant Chief Accountant
FO	Disbursement Vouchers	Head, Accounting Unit; the next-in-rank (with and Administrative Officer II position); or as designated by RD

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<sup>29</sup> Includes the following:

1. Vouchers for payment of salaries and wages, allowances, compensation and other personnel services including payment for overtime services regardless of the amount.
2. Regular or Fixed Expenditures such as power, water, telephone, rental, janitorial, security, communication, gasoline and lubricant expenses regardless of amount.
3. Financial Assistance for Crisis Intervention.
4. Payment for contract of services for MOA workers.
5. Cash advances and reimbursements by disbursing officers, officials and employees up to P100,000.
6. Fund transfer to FOs and Barangay / Community account by way of check or Notice of Transfer of Allocation (NTA) up to P100,000.



2. **Box B** <sup>30</sup>

	DESCRIPTION	APPROVING AUTHORITY		
CO	Payment of salaries, wages, allowances, compensation and other personnel services, including payment of overtime services, cost of services of MOA workers and mandatory remittances, regardless of amount	AS Director		
	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			
	Others	Up to P10M	HOBS concerned <sup>31</sup>	
		Up to P25M	OSEC Cluster	HEA
			Other Clusters	ASEC concerned
		Up to P100M	OSEC Cluster	Asec OSG
Other Clusters	USEC concerned			
	More than P100M	Secretary		
FO	Up to P500,000	Chief, Management Division		
	Up to P10M	ARD concerned/RD		
	More than P10M	Secretary, unless RD is specifically authorized		

<sup>30</sup> Should the Secretary, the USEC for GASSG and the ASEC for GASSG all be unavailable on official business, an Officer of the Day shall be designated who shall have the authority to approve Disbursement Vouchers and Sub-allotment Release Order (Sub-ARO) for more than P1M up to P50M.

<sup>31</sup> For payments concerning the FMS itself, the Approving Authority shall be the ASEC for GASSG instead of the FMS Director. [As amended by M.C. No. 13, s.2012]



J. SIGNING AND COUNTERSIGNING OF CHECKS <sup>32</sup>

	AMOUNT	COUNTERSIGNING	SIGNING
CO	Up to P100,000	Chief, Budget Division	Cashier
	Up to P10M	FMS Director	
	Up to P25M	ASEC for GASSG	
	Up to P100M	USEC for GASSG <sup>33</sup>	
	More than P100M	Secretary	
FO	Up to P50,000	Chief, Management Division	Cashier
	Up to P1M	ARDA/Chief, Management Division	
	Up to P5M	ARD concerned	
	Up to P10M	RD	
	More than P10M	Secretary, unless RD is specifically authorized	

<sup>32</sup> Checks shall be prepared based on duly approved vouchers consistent with payee and amount.

<sup>33</sup> Should the FMS Director, ASEC and USEC for GASSG all be unavailable on official business, the FMS Assistant Director shall have the authority to countersign checks for up to P50M.

III. PROGRAMS, PROJECTS AND ACTIVITIES

A. PROPOSALS FOR REGULAR PROGRAMS, PROJECTS AND ACTIVITIES

	RECOMMENDING AUTHORITY AS TO FUNDING	RECOMMENDING AUTHORITY AS TO PURPOSE	APPROVING AUTHORITY	
CO	FMS / ASEC concerned	HOBS concerned	OSEC Cluster	Asec OSG
			Other Clusters	USEC concerned
FO	ARD / Unit concerned		RD	

B. PROPOSALS FOR SPECIAL PROGRAMS, PROJECTS AND ACTIVITIES

		RECOMMENDING AUTHORITY AS TO FUNDING	RECOMMENDING AUTHORITY AS TO PURPOSE	APPROVING AUTHORITY
Pantawid Program	Up to P100M	Director, FMS	Project Manager	Deputy Project Director for Operations
	More than P100M	Deputy Project Director for Finance	Deputy Project Director for Operations	National Project Director
NCDDP		Deputy Project Director for Finance	Deputy Project Director for Operations	National Project Director
NHTO		Deputy Project Director for Finance	Deputy Project Director for Operations	National Project Director
OBS under OSEC Cluster		HOBS concerned <b>and</b> HEA		Asec OSG
Others		HOBS concerned <b>and</b> ASEC / Coach Monitor concerned		USEC concerned



IV. ADMINISTRATIVE PROCEDURES AND CASES

A. SHOW CAUSE ORDERS

	SIGNING AUTHORITY
CO	Secretary
FO	RD

B. FORMAL CHARGES <sup>34</sup>

		RECOMMENDING AUTHORITY	SIGNING AUTHORITY
CO	All personnel <i>except</i> presidential appointees	Investigating Officer; LS Director	Secretary
FO	Personnel above first level <i>except</i> presidential appointees	Investigating Officer; LS Director	Secretary
	First level personnel	Investigating Officer; ARDA	RD

C. DECISIONS <sup>35</sup>

		RECOMMENDING AUTHORITY	SIGNING AUTHORITY
CO	All personnel <i>except</i> presidential appointees	Hearing Officer; LS Director	Secretary
FO	Personnel above first level <i>except</i> presidential appointees	Hearing Officer; LS Director	Secretary
	First level personnel	Hearing Officer; ARDA	RD

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<sup>34</sup> Administrative cases involving presidential appointees shall be referred to the appropriate government agency.

<sup>35</sup> Decisions issued by RDs imposing the penalty of removal from service shall be subject to approval by the Secretary.

V. **STANDARDS BUREAU MATTERS**

A. **CERTIFICATE OF REGISTRATION OF SOCIAL WELFARE AND DEVELOPMENT AGENCIES (SWDAs)**

		<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>CO</b>	Standards Bureau	Standards Bureau Director	USEC for IDG
<b>FO</b>	Standards Unit	Chief, Institutional Development Division	RD

B. **CERTIFICATE OF REGISTRATION AND LICENSE TO OPERATE OF SWDAs**

		<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>CO</b>	Standards Bureau	Standards Bureau Director	USEC for IDG
<b>FO</b>	Standards Unit	Chief, Institutional Development Division	RD

C. **CERTIFICATE OF ACCREDITATION OF SWDAs AND SERVICE PROVIDERS**

		<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>CO</b>	Standards Bureau	Standards Bureau Director	USEC for IDG
<b>FO</b>	Standards Unit	Chief, Institutional Development Division	RD

D. **ENDORSEMENT OF SWDAs TO DEPARTMENT OF FINANCE FOR DUTY FREE ENTRY OF FOREIGN DONATED GOODS**

	<b>REVIEWING OFFICE</b>	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>CO</b>	Standards Bureau in coordination with concerned FOs	USEC for IDG	Secretary
<b>FO</b>	Standards Unit- Institutional Development Division (IDD)	Standards Bureau Director and USEC for IDG, upon endorsement of the RD	Secretary

**E. ENDORSEMENT OF SWDA<sub>s</sub> FOR REGISTRATION WITH THE SECURITIES AND EXCHANGE COMMISSION (SEC)**

	<b>REVIEWING OFFICE</b>	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>CO</b>	Standards Bureau	Chief, Standards Compliance Monitoring Division	SB Director
<b>FO</b>	Standards Unit	Chief, Institutional Development Division	RD

**F. AUTHORITY TO CONDUCT FUND RAISING CAMPAIGNS**

**F.1 NATIONAL FUND RAISING CAMPAIGNS**

	<b>REVIEWING OFFICE</b>	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>CO</b>	Standards Bureau	USEC for IDG	Secretary
<b>FO</b>	Standards Unit- Institutional Development Division (IDD)	Standards Bureau Director and USEC for IDG, upon endorsement of the RD	Secretary

**F.2 REGIONAL FUND RAISING CAMPAIGNS**

	<b>REVIEWING OFFICE</b>	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>FO</b>	Standards Unit	Chief, Institutional Development Division	RD