

Republic of the Philippines
Department of Public Highways
OFFICE OF THE SECRETARY
M a n i l a

20

September 12, 1974

DEPARTMENT ORDER)

NO. 20)

Series of 1974)

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SUBJECT: OFFICIALS AUTHORIZED TO
SIGN CORRESPONDENCES
AND OTHER OFFICIAL PAPERS.

In order to expedite action on all matters pertaining to the functions of this Department and to simplify the routing and signing of all correspondences, the following functions which do not involve policy matters are hereby delegated to the following officials pursuant to the provisions of Section 6 of Sub-paragraph "f" of PD 458.

1. The Undersecretary will sign:

a. All communications to other branches of the Government and private entities or individuals not involving policy matters and pertaining to the functions of two or more services;

b. All appointments and salary adjustments to positions below the ranks of Assistant Chiefs of Division, Assistant District Engineers and Assistant City Engineers including the transfer and/or detail of the incumbents to said positions;

c. Approval of appointments of all daily wage employees in the central office;

d. Certificate of availability of funds;

e. All correspondences requiring execution and implementation of policies in the regional offices;

f. Approval of requisitions, purchase orders, certification of emergency purchases for supplies, materials and equipment with an estimated cost in excess of ₱5,000.00 but not more than ₱10,000.00 including vouchers and checks for payment thereof;

g. Approval of payment of claims for gratuities and compensations in excess of ₱5,000.00 but not more than ₱10,000.00.

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h. Approval of time records, leave applications and itinerary of travel of the Chiefs of the Services, the Regional Directors and the Bureau Heads;

i. Application for bonding of officials as well as designation of Special Disbursing Officer;

j. Approval of trip tickets, gasoline allocation, requisitions and issue vouchers for supplies and materials as well as spare parts needed by the office of the Undersecretary;

k. Approval of general vouchers and checks covering cash advances of the Department and remittances to other government offices regardless of amount;

l. Approval of request for authority to come to Manila by officials below the ranks of Assistant Regional Director, Assistant District Engineer and Assistant City Engineer; and

m. All those functions enumerated under Section 7 of PD 458.

II. The Chief of the Administrative Service will sign:

a. Approval of itinerary of travel of employees, trip tickets and gasoline allocation needed by the Service;

b. Recommendation for approval of appointments of employees under the Service;

c. Approval of requisitions, purchase orders, certification of emergency purchases for supplies, materials and equipment with an estimated cost of not more than ₱5,000.00 including vouchers and checks for payment thereof;

d. Approval of daily time records, payrolls and vouchers for traveling expenses, transportation and/or representation allowance and emergency living allowance, salaries and wages of employees under the Service;

e. Approval of application for sick and vacation leave of absence filed by the officials and employees of the Department;

f. Approval of payment of claims for gratuities and compensation not exceeding ₱5,000.00;

g. Telegrams and other correspondences being sent to the regional, district and city offices regarding administrative matters;

h. Approval of travel order for officials and employees traveling on official business as requested by the Chiefs of Services;

i. Certificate of appearances of the Regional Directors, District and City Engineers and other employees who are in Manila on official business;

j. Transmittal and recommendations to offices concerned of claim for benefits under the Workmen's Compensation Act and administrative cases against officials and employees of the regional, district and city offices and the Bureaus under the Department;

k. Approval of request for transfer, resignation and application for retirement of employees and officials of the Department, regions, districts, cities and the Bureaus under the Department;

l. The Chief of the Service will sign and authenticate copies of documents under its custody and represent the Department in court in answer to subpoena duces tecum which may have bearing to records certified or authenticated;

m. Recommendation for approval of payment of obligations of the Department proper such as light, water, telephone, telegrams and others of similar nature including request for obligation and allotment thereof;

n. Clearances pertaining to administrative cases, property accountabilities including fire-arms;

o. Correspondences pertaining to other matters as may be delegated by the Secretary from time to time;

p. All functions specifically enumerated under Section 9 of PD 458; and

q. In the absence* of the Chief of the Service the Assistant Chief shall sign for him.

The Chiefs of the Divisions under the Service will sign:

1. Routinary correspondences as may be delegated by the Chief of the Service;
2. Certificate No. 2 for salaries, wages and traveling expenses under each respective Office; and

3. In the absence* of the Chiefs of the divisions the Assistant Chiefs will sign:

III. The Chief of the Financial and Management Service will sign:

- a. Approval of itinerary of travel of employees, trip tickets, gasoline allocation and recommendation for approval of requisitions and issue vouchers for supplies and materials as well as spare parts needed by the Service;
- b. Recommendation for approval of appointments and application for sick and vacation leave of absence filed by the officials and employees of the Service;
- c. Recommendation for approval of vouchers for payment of supplies, materials, services, spare parts, office equipment and other expenditures of the Service including request for obligation of allotment thereof;
- d. Approval of daily time records, payrolls and vouchers for traveling expenses and emergency living allowance, salaries and wages of employees under the Service;
- e. Certificate No. 2 covering cash advances and remittances to government offices;
- f. Reports of monthly income, operations and other financial statements;
- g. Telegrams and correspondences pertaining to financial matters, including Engineering Fund "K", Special Budgets and plantillas;
- h. Certification of proper use of allotments and financial status of projects;
- i. Transmittal of report pertaining to financial matters, letters of collection pertaining to account receivables from the different agencies of the government;
- j. Request for financial and work plans;
- k. Sub-Allotment Advices for release;
- l. Letters of demand for settlement of claims from the field and other offices;
- m. Clearances pertaining to financial accountabilities;
- n. Correspondences pertaining to other matters that may be delegated by the Secretary from time to time;
- o. All functions specifically enumerated under Section 9 of PD 458; and

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p. In the absence* of the Chief of the Service the Assistant Chief shall sign for him.

The Chiefs of the divisions under the Service will sign:

- 1.. Routinary correspondences as may be delegated by the Chief of the Service;
2. Certificate No. 2 for salaries, wages and traveling expenses under each respective Office ; and
3. In the absence* of the Chiefs of the divisions the Assistant Chiefs will sign:

IV. The Chief of the Planning Service will sign:

a. Approval of itinerary of travel of employees, trip tickets, gasoline allocation and recommendation for approval of requisitions and issue vouchers for supplies and materials as well as spare parts needed by the office;

b. Recommendation for approval of appointments and application for sick and vacation leave of absence filed by the officials and employees of the Service;

c. Recommendation for approval of vouchers for payment of supplies, materials, services, spare parts, office equipment and other expenditures of the Service including request for obligation of allotment thereof;

d. Approval of daily time records, payrolls and vouchers for traveling expenses and emergency living allowance, salaries and wages of employees under the Service;

e. All correspondences pertaining to the formulation of highway improvement programs, planning activities such as project studies and other data collection processes related to planning activities and traffic counting programs;

f. Apportionment of Highway Special Fund for approval of the Secretary;

g. Correspondences pertaining to road system classification;

h. All other matters pertaining to management and administration of planning services;

i. Correspondences pertaining to other matters that may be delegated by the Secretary from time to time;

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j. All functions of the Planning Service as provided for under Section 9 of PD 458; and

k. In the absence* of the Chief of the Service the Assistant Chief shall sign for him.

The Chiefs of the divisions under the Service will sign:

1. Routinary correspondences as may be delegated by the Chief of the Service;
2. Certificate No. 2 for salaries, wages and traveling expenses under each respective Office; and
3. In the absence* of the Chiefs of the divisions the Assistant Chiefs will sign.

V. The Chief of the Project Execution Service will sign:

a. Approval of itinerary of travel of employees, trip tickets, gasoline allocation and recommendation for approval of requisitions and issue vouchers for supplies and materials as well as spare parts needed by the office;

b. Recommendation for approval of appointments and application for sick and vacation leave of absence filed by the officials and employees of the Service;

c. Recommendation for approval of vouchers for payment of supplies, materials, services, spare parts, office equipment and other expenditures of the Service including request for obligation of allotment thereof;

d. Approval of daily time records, payrolls and vouchers for traveling expenses and emergency living allowance, salaries and wages of employees under the Service;

e. Recommendations to be adopted to minimize or eliminate bottlenecks and problem areas in project implementation;

f. All communications pertaining to the status and progress of all on-going highway and airport projects;

g. All correspondences relative to monitoring, evaluation and coordination of program implementation and project execution;

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h. Guidelines and procedures for program implementation and project execution for the approval of the Secretary;

i. Recommendations on department policies, rules and regulations concerning highway and airport construction and maintenance and project execution;

j. Periodic reports on project performance for submission to the Office of the President, other authorities and foreign lending agencies;

k. All machineries and equipment procurement programs in relation to the overall requirement of the Department of Public Highways;

l. Report of disbursements and withdrawals concerning foreign-assisted projects as required by individual lending institutions;

m. Plantillas and budget proposals for the Service;

n. Correspondences pertaining to other matters as may be delegated by the Secretary from time to time;

o. All correspondences in accordance with the rules and regulations implementing PD 458; and

p. In the absence* of the Chief of the Service the Assistant Chief shall sign for him.

The Chiefs of the divisions under the Service will sign:

1. Routinary correspondences as may be delegated by the Chief of the Service;
2. Certificate No. 2 for salaries and wages and traveling expenses under each respective Office; and
3. In the absence* of the Chiefs of the divisions the Assistant Chiefs will sign.

VI. The Director of the Special Projects Service will sign:

a. Approval of itinerary of travel of employees, trip tickets, gasoline allocation and recommendation for approval of requisitions and issue vouchers for supplies and materials as well as spare parts needed by the Service;

b. Recommendation for approval of appointments and application for sick and vacation leave of absence filed by the officials and employees of the Service;

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c. Recommendation for approval of vouchers for payment of supplies, materials, services, spare parts, office equipment and other expenditures of the Service including request for obligation of allotment thereof;

d. Approval of daily time records, payrolls and vouchers for traveling expenses and emergency living allowance, salaries and wages of employees under the Service;

e. Recommendation for approval of appointments and application for sick and vacation leave of absence filed by the officials and employees of the Service;

f. All correspondences pertaining to management and operation of all foreign-assisted and local special projects;

g. Request for releases of funds under these projects;

h. Recommendation for approval of transportation and/or representation allowances;

i. Recommendation for approval of certificate of completion and/or acceptance of special projects;

j. Contracts, Certificate No. 2 for partial and final payments of foreign-assisted projects and special local projects;

k. Correspondences pertaining to other matters that may be delegated by the Secretary from time to time;

l. All other correspondences pertaining to the functions specifically provided for under Section 9 of PD 458; and

m. In the absence* of the Chiefs of the Service the Assistant Chief shall sign for him.

The Chiefs of the Offices under the Service will sign:

1. Routinary correspondences as may be delegated by the Chief of the Service;
2. Certificate No. 2 for salaries, wages and traveling expenses under each respective Office; and
3. In the absence of the Chiefs of the Offices the Assistant Chiefs will sign.

VII. The Head Executive Assistant will sign:

a. All correspondences pertaining to the management and operation of the Head Executive Office;

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b. Approval of itinerary of travel, time records and recommendation for approval of leave applications of all personnel under his office and the staff of the Secretary;

c. Approval of all payroll for all employees of his office and the staff of the Secretary;

d. Correspondences pertaining to other matters as may be delegated by the Secretary from time to time; and

e. All other correspondences pertaining to the functions of the Head Executive Office as provided for in the rules and regulations implementing PD 458;

The Chief of each Service including the Head Executive Assistant will sign as follows:

"BY AUTHORITY OF THE SECRETARY:

Chief of Service
or
Head Executive Assistant"

VIII. The Director of the Bureau of Construction and Maintenance will sign:

a. All correspondences pertaining to the operation, management and functions of the Bureau of Construction and Maintenance as provided for under PD 458, including but not limited to the following:

1. Approval of vouchers and checks for cash advances pertaining to the Bureau regardless of the amount involved;

2. Approval of requisitions, purchase orders and letter orders covering supplies, materials, office equipment and services for the Bureau in an amount not exceeding ₱5,000.00 each, including the vouchers and checks for payment thereof;

3. Approval of application for vacation and sick leave of absence filed by the officials and employees of the Bureau;

4. Approval of itinerary of travel, trip tickets and gasoline allocation of employees of the Bureau;

5. Approval of plans and specifications for locally funded projects except the foreign-assisted and local special projects;

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b. All plans or designs prepared in the Central Office regardless of the estimated cost and all plans and designs prepared by the regional offices with an estimated cost of more than ₱2,000, 000.00;

c. Correspondences pertaining to functions and matters as may be delegated by the Secretary; and

d. In the absence* of the Director the Assistant Director shall sign for him.

The Chiefs of the Divisions under the Bureau will sign:

1. Routinary correspondences as may be delegated by the Director of the Bureau;
2. Certificate No. 2 for salaries, wages and traveling expenses under each respective Division; and
3. In the absence* of the Chiefs of the Divisions the Assistant Chiefs will sign.

IX. The Director of the Bureau of Equipment will sign:

a. Correspondences pertaining to the operation, management and functions of the Bureau of Equipment as provided for under PD 458 including but not limited to the following:

1. Approval of vouchers and checks for cash advances pertaining to that Bureau regardless of the amount;

2. Approval of requisitions, purchase orders and letter orders covering supplies and materials, office equipment and services for the Bureau in an amount not exceeding ₱5,000.00 each, including the vouchers and checks for payment thereof;

3. Approval of application for vacation and sick leave of absence filed by the officials and employees of the Bureau;

4. Approval of itinerary of travel, trip tickets, and gasoline allocation of employees of the Bureau;

5. Recommendation for approval of specifications and purchase of equipment;

6. Budget and accounts pertaining to the Highway Special Fund Equipment Account;

c. All other correspondences pertaining to other matters and functions as may be delegated by the Secretary;

d. In the absence* of the Director of the Assistant Director shall sign for him.

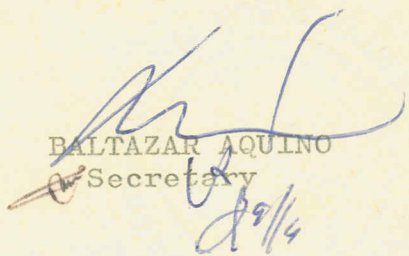
The Chiefs of the Divisions under the Bureau will sign:

1. Routinary correspondences as may be delegated by the Director of the Bureau;
2. Certificate No. 2 for salaries, wages and traveling expenses under each respective Division; and
3. In the absence* of the Chiefs of the Divisions the Assistant Chief will sign.

(* Absence referred to herein shall mean on leave or on official trip abroad or in the province.)

All rules and regulations inconsistent herewith are hereby revoked.

This Order shall take effect immediately.


BALTAZAR AQUINO
Secretary