



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
Manila

JUL 16 2013

DEPARTMENT ORDER )  
No. 68 )  
Series of 2013 <sup>27. 4. 13</sup> )  
X-X-X-X-X-X-X-X-X-X-X-X-X

SUBJECT: **AMENDED HUMAN RESOURCES  
OMNIBUS LEVELS OF  
AUTHORITIES OF OFFICIALS OF  
THE DEPARTMENT OF PUBLIC  
WORKS AND HIGHWAYS**

In the interest of the service and in order to ensure the highest efficiency for all public works and highways operations, particularly in the implementation of infrastructure projects and the delivery of frontline services of the Department, the exercise of authorities with corresponding accountabilities in the Department shall be decentralized to the extent possible. The levels of authorities delegated herein shall not in any way prevent the Secretary from exercising directly such authorities. The delegated authorities may also be modified, expanded, or withdrawn by the Secretary at any time as public interest so demands.

The levels of authorities for Human Resources are hereby amended as prescribed in the attached matrix (Annex A).

In the event an Undersecretary is not assigned jurisdiction over the area concerned, the authorities designated herein for this position will remain with the Secretary. In the event that an Assistant Secretary does not have jurisdiction over the area concerned, the Undersecretary concerned shall exercise the authorities designated herein for this position. In the event a level of authority is not outlined for a given activity, the authority shall be exercised by the Secretary.

An official shall be considered absent when he is on an official trip abroad, outside his station for more than two (2) days, or when he is on official business/leave of absence for other purposes. For continuity of office operations, in the absence of the officials concerned, the authorities delegated to Bureau Directors, Regional Directors, Project Directors, and District Engineers shall be carried out by their respective Assistants over the area concerned. For Service Directors, the authorities delegated shall be carried out during their absence by the official so designated by their respective Undersecretary or Assistant Secretary. For Undersecretaries and Assistant Secretaries, the authorities delegated shall be carried out during their absence by the official so designated by the Secretary.

The exercise of such delegated authorities should be in consonance with the existing laws, policies, guidelines, rules and regulations as may have been or may hereafter be promulgated.

It is understood that an authority delegated herein cannot be further delegated by the other officials of the Department, unless it is done by the Secretary or higher appropriate authorities.

This Order shall take effect immediately and amends pertinent provisions of Department Order No. 24, series of 2007, and all other issuances inconsistent herewith.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



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**"ANNEX A"**

**OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS**

| <b>DISTRICT ENGINEERING OFFICE</b>   |   | <b>REGIONAL OFFICE</b>  | <b>CENTRAL OFFICE</b>   |
|--|---|---|---|
| Plantilla of Personnel   |   | a) Approval of Plantilla of Personnel (Regional Director)   | a) Approval of Plantilla of Personnel (AMMS Director)   |
| Authority to issue and renew (after RatPlan)   |   | a) Approval of appointment of Casual (Regional Director)  | a) N/A for Central Office   |
|  |   | b) Approval of Contracts of Service of Job Order (Regional Director)  | b) Approval of Contracts of Service of Job Order for Project Management Office (Project Director)   |
| Placement Committee Recommendation Resolution to be submitted to the Central Selection Board (CSB)/ Regional Selection Board (RSB)** |   |   | Approval of Contracts of Service of Job Order for Services and Bureaus (Assistant Secretary for Support Services)   |
|  |   |   | a) Approval of Division Chiefs and below in the Central Office (to be submitted to the CSB) (Service Director/ Project Director/ Bureau Director)                       |
|  |   | b) Approval of Regional Division Chiefs (to be submitted to RSB) (Regional Director)  |   |
|  |   | c) Approval of Regional Personnel for Section Chiefs and Below (to be submitted to CSB) (Division Chief)                      |   |
|  | d) Approval of All DEO personnel below ADE (to be submitted to RSB) (District Engineer) |   |   |
| Selection Board Resolution (based on the Resolution of the Placement Committee concerned)  |   |   | a) Central Selection Board – Approval of All 1st and 2nd level positions in the CO and all Division Chiefs in ROs (Service Director/ Project Director/ Bureau Director) |
|  |   | b) Regional Selection Board – Approval of All 1st and 2nd level positions except Division Chiefs and ADEs (Regional Director) |   |

**OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS**

| <b>DISTRICT ENGINEERING OFFICE</b>  |  | <b>REGIONAL OFFICE</b>  | <b>CENTRAL OFFICE</b>   |
|---|--|---|---|
| Signing of Appointments in accordance with approved Resolution;<br>Notice of Salary Adjustment; Approval of Separation from the Service<br>(Retirement, Resignation, Dropping from the Rolls) |  | a) Approval of All 1st and 2nd level plantilla positions except Division Chiefs and ADEs and Immediate Staff of Presidential Appointees (Regional Director)             | a) Approval of All 1st and 2nd level plantilla positions except Division Chiefs and ADEs and Immediate Staff of Presidential Appointees (Service Director/ Project Director/ Bureau Director) |
|   |  | b) Approval of Casual (Regional Director)   |   |
|   | c) Approval of Job Order and Contracts of Service (District Engineer)  | c) Approval of Job Order and Contracts of Service (Regional Director)   | c) Approval of Contracts of Service (Service Director/ Project Director/ Bureau Director/ Assistant Secretary/ Undersecretary)  |
|   |  |   | d) Approval of Immediate Staff of Presidential Appointees in the CO (per plantilla) except co-terminus with official (CTO) (Assistant Secretary for Support Services)                         |
|   |  |   | e) Approval of Immediate Staff holding co-terminus with official (CTO) positions (Assistant Secretary/ Undersecretary Concerned)  |
| <sup>1</sup> Renewal of Appointments and Contracts (subject to prior clearance from authorities concerned)  |  | a) Approval of Casual (Regional Director)   |   |
|   | b) Approval of Job Orders and Contracts of Service (District Engineer) | b) Approval of Job Orders and Contracts of Service (Regional Director)  | b) Approval of Job Orders and Contracts of Service (Service Director/ Project Director/ Bureau Director/ Assistant Secretary/ Undersecretary)   |
| Notices of Salary Adjustments/ Salary Step Increments   |  | a) Approval of Notices of Salary Adjustments/ Salary Step Increments of All positions except ADEs, DEs, Division Chiefs and Presidential Appointees (Regional Director) | a) Approval of Notices of Salary Adjustments/ Salary Step Increments of DEs, ADEs, PMs and Division Chiefs (Assistant Secretary for Support Services)   |
|   |  |   | Approval of Notices of Salary Adjustments/ Salary Step Increments of Assistant Division Chiefs and below (Service Director/Bureau Director/ Project Director)                                 |

<sup>1</sup> - Approved w/ in limits for casuals 25% for Ros 50% for DEOs

**OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS**

| <b>DISTRICT ENGINEERING OFFICE</b>  |   | <b>REGIONAL OFFICE</b>  | <b>CENTRAL OFFICE</b>   |
|---|---|---|---|
| Designation   |   | a) Approval of Designation of Section Chief<br>(Regional Director)  | a) Approval of Designation of Section Chief<br>(Service Director/ Project Director/ Bureau Director/ Assistant Secretary)                               |
|   |   | b) Approval of Designation up to one (1) month for OIC-DE, OIC-Division Chief, OIC-ADE in the ROs and DEOs (Designee must come from the same Division/DEO)<br>(Regional Director) |   |
| Personnel Designation/ Reassignment within the DPWH up to six (6) months and extension for another six (6) months, and recall of designation/ reassignment. | a) Approval of Section Chief and below for reassignment within the same District<br>(District Engineer) | a) Approval of Section Chief and below for reassignment within the same District/Region (including moves between Districts)<br>(Regional Director)                                | a) Approval of Section Chief and below for reassignment within the same Bureau/ Service/ PMO<br>(Service Director/ Project Director/ Bureau Director)   |
|   | The Appointing authority shall approve the reassignment   |   |   |
|   |   |   | b) Approval of All personnel Section Chief and below for reassignment outside the mother Region/ Bureau/ Service/ PMO<br>(Undersecretary Concerned)     |
| Separation and Other Personnel Movement<br>(Retirement, Resignation, Dropping from the Rolls, Transfer, etc.)   |   |   | a) Approval of All third level officials who are not Presidential Appointees including Division Chief and ADEs<br>(Undersecretary for Support Services) |
|   |   | b) Approval of Separation and Other Personnel Movement of Section Chief and below<br>(Regional Director)  | b) Approval of Separation and Other Personnel Movement Section Chief and below<br>(Assistant Secretary for Support Services)                            |

**OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS**

| <b>DISTRICT ENGINEERING OFFICE</b>                                       |   | <b>REGIONAL OFFICE</b>   | <b>CENTRAL OFFICE</b>   |
|--|---|--|---|
| Local Travel (Official)  |   | a) Approval of Local Travel of All 1st and 2nd level personnel in the Regional Office; including District Engineer and ADEs up to one (1) month<br>(Regional Director) | a) Approval of Local Travel of All 1st and 2nd level personnel in the Central Office and Project Managers (except those designated as Project Directors & Assistant Project Directors) up to one (1) month<br>(Service Director/ Project Director/ Bureau Director) |
|  | b) Approval of Local Travel of All DEO personnel below ADE up to five (5) days<br>(District Engineer) | b) Approval of Local Travel of All DEO personnel below ADE up to one (1) month<br>(Regional Director)  | b) Approval of Local Travel of Directors and Assistant Directors<br>(Regions/ Services/ Bureaus/ PMOs)<br>(Undersecretary Concerned)  |
| Travel Abroad (Personal)   |   |  | a) Approval of Travel Abroad of Section Chiefs and below excluding ADE maximum of thirty (30) working days total<br>(Assistant Secretary for Support Services)  |
| Request for authority to teach/practice profession, subject to CSC rules |   | a) Recommends Request for authority to teach/practice profession, subject to CSC rules<br>(Regional Director)  | a) Recommends Request for authority to teach/practice profession, subject to CSC rules<br>(Service Director/ Project Director/ Bureau Director/ Assistant Secretary for Support Services)   |
|  |   |  | Recommends Request for authority to teach/practice profession, subject to CSC rules<br>(Undersecretary for Support Services)  |
| Leave Applications   |   |  | a) Approval of Bureau, Service, Region and PMO Directors <sup>1</sup> > five (5) days<br>(Undersecretary Concerned)   |
|  |   | b) Approval of Leave Applications of Assistant Directors and District Engineers* up to five (5) days<br>(Regional Director)  | b) Approval of Leave Applications of Assistant Directors up to five (5) days<br>(Project Director/ Bureau Director)   |
|  |   |  | Approval of Leave Applications of Assistant Directors and District Engineers > five (5) days<br>(Undersecretary Concerned)  |
|  |   | c) Approval of Leave Applications of Assistant District Engineer up to one (1) month<br>(Regional Director)  | c) Approval of Leave Applications of Assistant District Engineer > one (1) month<br>(Undersecretary Concerned)  |
|  |   | d) Approval of Leave Applications of Division Chiefs up to one (1) month<br>(Regional Director)  | d) Approval of Leave Applications of Project Managers (except PD and APD) and Division Chiefs up to fifteen (15) days<br>(Assistant Project Director/ Assistant Bureau Director)  |
|  |   |  | Approval of Leave Applications of Project Managers (except PD and APD) and Division Chiefs up to one (1) month<br>(Service Director/ Project Director/ Bureau Director)   |
|  |   |  | Approval of Leave Applications of Project Managers (except PD and APD) and Division Chiefs > one (1) month<br>(Undersecretary Concerned)  |

<sup>1</sup> - copy furnished the Secretary

**OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS**

| <b>DISTRICT ENGINEERING OFFICE</b>  |  | <b>REGIONAL OFFICE</b>  | <b>CENTRAL OFFICE</b>   |
|---|--|---|---|
| Leave Applications  | e) Approval of Leave Applications of Section Chiefs<br>5 days<br>(District Engineer) | e) Approval of Leave Applications of Section Chiefs up to three (3) months<br>(Assistant Regional Director)   | e) Approval of Leave Applications of Section Chiefs up to one (1) month<br>(Service Division Chief & Bureau Division Chief)   |
|   |  | f) Approval of Leave Applications of Section Chief<br>No Limit<br>(Regional Director)   | f) Approval of Leave Applications of Section Chiefs up to three (3) months<br>(Assistant Project Director/ Assistant Bureau Director)   |
|   |  |   | Approval of Leave Applications of Section Chiefs<br>No Limit<br>(Service Director/ Project Director/ Bureau Director)   |
| Certificate of Clearance  |  |   | a) Approval of Certificate of Clearance of Director IV, Director III, Project Managers, DEs, Division Chiefs, ADEs and Bonded Personnel<br>(Undersecretary Concerned)                           |
|   |  | b) Approval of Certificate of Clearance of Section Chiefs and below<br>(Regional Director)  | b) Approval of Certificate of Clearance of Section Chief and below<br>(AMMS Director)   |
| External Domestic Training, Seminars & Conventions with appropriate expenses (e.g. Travel & Training Fee) |  | a) Approval of External Domestic Training, Seminars & Conventions with appropriate expenses Within Region/Metro Manila for CO Personnel up to five (5) days<br>(Regional Director)  | a) Approval of External Domestic Training, Seminars & Conventions with appropriate expenses Within Region/Metro Manila for CO Personnel beyond five (5) days<br>(Assistant Secretary Concerned) |
|   |  | b) Approval of External Domestic Training, Seminars & Conventions with appropriate expenses Outside Region/Metro Manila for CO Personnel up to five (5) days<br>(Regional Director) | b) Approval of External Domestic Training, Seminars & Conventions with appropriate expenses Within Region/Metro Manila for CO Personnel beyond five (5) days<br>(Assistant Secretary Concerned) |

\* All approvals must be in accordance with CSC rules and regulations

\*\* Recommendation for positions that are not for Presidential Appointees and are excluded from this item shall be covered by Resolution issues by the Management Committee (all Undersecretaries and Assistant Secretaries) to be approved by the Secretary

\*\*\* Copies of approvals should be provided to the Office of the Secretary for informational purposes

It is understood that an authority delegated herein cannot be further delegated by the other officials of the Department, unless it is done by the Secretary or higher appropriate authorities.

This Order shall take effect immediately and amends pertinent provisions of Department Order No. 24, series of 2007, and all other issuances inconsistent herewith.

  
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