

097-13 DPW
8-16-89



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

27 July 1989

DEPARTMENT ORDER)

SUBJECT: Amendment to D. O. No. 42
S. of 1988 Re: Delegation
of Authorities

No. 105 m)
Series of 1989 8/16

With reference to Department Order No. 42 series of 1988 otherwise known as the Updated Omnibus Delegation of Authorities to Officials of the Department of Public Works and Highways, pertinent provisions on the authorities given to the Assistant Secretaries and other officials are hereby amended in order to meet operational needs and ensure greater efficiency in the operations of their respective offices.

1. ASSISTANT SECRETARIES/BUREAU DIRECTORS

1.1 Signing of all renewal of appointments of casual/daily wage and contractual personnel of their respective offices after processing of the required documents by the Personnel Division.

Renewal of appointments of the same personnel from the Project Management Offices (PMOs) shall be signed by the UNDERSECRETARY concerned.

1.2 Signing of all original and promotional appointments to regular positions below the rank of Division Chief, after processing by the Personnel Division.

1.3 Approval of Purchase/Work Orders, authorized negotiated purchases, contracts and vouchers for the acquisition of supplies, materials, office equipment, spareparts, non-personal services intended for their respective Services/Bureaus, included in their approved Annual/Supplementary Procurement Programs, and which have been the subject of PBAC/SPBAC bidding or sealed canvass conducted by the Supply and Property Management Division (SPMD) in accordance with D.O. No.33 s. of 1988 above P25,000.00, up to P500,000.00 including signing of corresponding ROAs.

2. ASSISTANT SECRETARY FOR ADMINISTRATION AND MANPOWER MANAGEMENT

2.1 Approval/Recommendation for approval of the Annual/Supplementary Procurement Programs of the Central Office and Regional Offices.

2.2 Signing of appointment documents of newly

hired casual/daily wage personnel, subject to prior approval of request to hire by the **UNDERSECRETARY** concerned.

2.3 Approval of Requisitions for Supplies and Equipment (RSEs), Abstract of Bids and corresponding awards, emergency purchases for reimbursement of payment for supplies, materials, office equipment, spareparts and non-personal services in the Central Office, including approval of Purchase/Work Orders for purchases/services intended for Project Management Offices and bulk purchases for the Central Office in the amount above P25,000.00 up to P500,000.00.

3. SERVICE CHIEFS/ASSISTANT BUREAU DIRECTORS

3.1 Approval of Purchase/Work Orders, authorized negotiated purchases, contracts and vouchers for the acquisition of supplies, materials, office equipment, spare parts and non-personal services intended for their respective Services/Bureaus, included in the approved Annual/Supplementary Procurement Programs which have been the subject of PBAC/SBAC bidding or sealed canvass conducted by the Supply and Property Management Division in accordance with D.O. No. 33, s. of 1988, in the amount not exceeding P25,000.00, including signing of corresponding ROAs.

3.2 Issuance of Certificate of Appearance to field personnel transacting business with their respective offices with the rank of Division Chief/Regional Project Manager and above.

A. SERVICE CHIEF (ADMINISTRATIVE AND MANPOWER MANAGEMENT SERVICE)

A.1 Approval and Indorsement of Plantilla of Personnel for the Department.

A.2 Indorsement of retirement applications to the GSIS of personnel below the rank of Division Chief and transmittal of all requests for confirmation by CSC of service records and terminal leaves.

A.3 Approval of RSEs, Abstract of Bids and corresponding awards, emergency purchases for reimbursement of payment for supplies, materials, office equipment, spareparts, and non-personal services in the Central Office, including approval of Purchase/Work Orders for purchases/services intended for Project Management offices in the amount not exceeding P25,000.00.

A.4 Approval of direct purchases from an agency

of the government such as the Procurement Service, National Printing Office, National Steel Corporation, Petrophil Corporation, purchase of books and other printed reading materials thru the National Library and other government corporations/offices regardless of amount.

A.5 Countersigning of checks covering cash advances for payment of salaries and wages of officials and employees regardless of amount.

A.6 Countersigning of checks covering payment for supplies, materials, office equipment, spareparts and non-personal services in the Central Office not exceeding P25,000.00.

A.7 Approval of payroll/vouchers for payment of salaries/wages of officials and employees in the Offices of the Secretary and Undersecretaries including signing of corresponding ROA.

B. SERVICE CHIEF (COMPTROLLERSHIP AND FINANCIAL MANAGEMENT SERVICE)

B.1 Signing of checks covering cash advances for payment of salaries and wages of officials and employees regardless of amount.

B.2 Signing of checks covering payment for supplies, materials, office equipment, spareparts and non-personal services in the Central Office not exceeding P25,000.00.

4. DIVISION CHIEFS (INCLUDING FIELD OFFICES)

Approval of Applications for Leave of Absence of their subordinates for a period not exceeding 30 days.

A. DIVISION CHIEF (PERSONNEL DIVISION)

A.1 Issuance of Certificate of Appearance of field personnel below the rank of the Division Chief.

A.2 Preparation and signing of Letters of Transmittal of approved appointments of personnel with the rank of Section Chief and below.

A.3 Preparation and signing of referrals of job applications to DPWH Offices and other agencies.

B. DIVISION CHIEF (HUMAN RESOURCE TRAINING AND MATERIALS DEVELOPMENT DIVISION)

Signing of Certificates of Attendance on Trainings conducted at the Central Office.

C. DIVISION CHIEF (SUPPLIES AND PROPERTY
MANAGEMENT DIVISION)

Approval of Reports of Waste Materials.

5. REGIONAL DIRECTORS

5.1 Approval of Annual/Procurement Program of the District/City Offices ^{Supplementary} ~~and~~ ^{RES} under their jurisdiction subject to COA Circular #85-55A series of 1985.

5.2 Issuance of Certificates of Appearance to personnel transacting business with their respective offices with the rank of Division Chief and above.

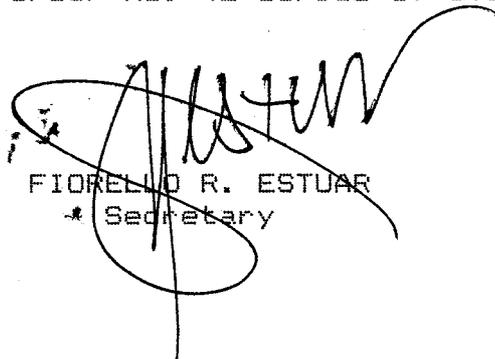
6. ASSISTANT REGIONAL DIRECTOR FOR SERVICES

Issuance of Certificates of Appearance to personnel transacting business with their respective offices below the rank of Division Chief.

7. ADMINISTRATIVE OFFICER - REGIONAL OFFICES

Issuance of Certificates of Appearance to personnel transacting business with their respective offices below the rank of Section Chief.

This Order amends and/or supplements all existing Orders, Memoranda and other Issuances or portions thereof inconsistent herewith particularly Department Order No. 42 Series of 1988 and shall take effect immediately.


FIORELLO R. ESTUAR
* Secretary