



1988 - 1999

KALAYAAN  
KATAMANANG BATAN

PHILIPPINES 2000

March 13, 2001

**ADMINISTRATIVE ORDER**NO. 29

Series of 2001

Subject: Delegation of Signing/Approving Authority

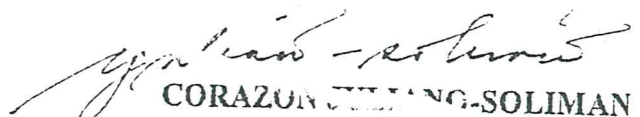
Pursuant to Executive Order No. 292, otherwise known as the Administrative Code of 1987, and for the purpose of greater efficiency in office operation, the delegation of signing and approving authority to concerned officials according to type/nature of transaction at central office is hereby reiterated as follows:

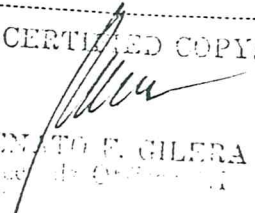
NATURE OF TRANSACTION	SIGNING/APPROVING OFFICIALS
<b>I. FINANCIAL</b>	
<b>A. Claims for Payment</b>	
Approval of payrolls/vouchers for Salaries and other personnel benefits regardless of amount	-Director, Administrative Service -Assistant Secretary for Management -Undersecretary for Management
2. Travel	
2.1 Approval of Travel Order – for a period of not more than 30 days of all employees travelling outside the Central Office	-Undersecretary for Management
2.2 Approval of Travel Order of USECs and ASSECs whenever the Secretary is out	-Undersecretary for Management
2.3 Approval of Travel vouchers	-Director, Administrative Service -Assistant Secretary for Management
3. Financial Assistance to Low-Salaried employees	
3.1 Approval of Request	-Undersecretary for Mgt./Assec. for Mgt.
3.2 Approval of Voucher	-Director, Administrative Service
4. Except for transactions in excess of P10 Million which shall be approved by the Secretary, the Approval of Requisition and Issue Vouchers (RIVs), Purchase Orders (POs), Letter Orders (Los), Contracts/Agreements and corresponding vouchers, including negotiated contracts for services, purchase of supplies and materials and equipment shall be as follows:	
4.1 For amounts not exceeding P100,000.00	-Director, Administrative Service -Assistant Secretary for Management
4.2 Exceeding P100,000.00 but not more than P1 Million	-Undersecretary for Management
4.3 exceeding P1 Million but not more than P10 Million	-Undersecretary for Management
4.4 Security and Janitorial services/NFA	-Undersecretary for Management

5. Approval of Remittances to GSIS/ Pag-ibig/ BIR, etc.	-Director, Administrative Service -Assistant Secretary for Management
6. Financial Assistance to individuals in Crisis Situation/Lola 6.1 Approval of Request 6.2 Approval of Vouchers :for amount P100,000 & below 6.3 Approval of voucher for amount in excess of P100,000	-Director, Programs Bureau -Assistant Secretary for Programs -Director, Administrative Service -Assistant Secretary for Management
7. Approval of Sub-allotment advices/fund Transfers to FOs, LGUs, NGOs & POs	-Undersecretary for Management
8. Checks 8.1 Signing officers 8.2 Counter-signing officers	-Cashier V -Cashier IV – alternate -Director, Finance Service -Assistant Secretary for Management -Undersecretary for Management
<b>B. Accountability Reports</b>	
1. Financial Statements	-Undersecretary for Management -Assistant Secretary for Management -Director, Finance Service
2. Accounts Payable	-Undersecretary for Management -Assistant Secretary for Management -Director, Finance Service
<b>II. PERSONNEL ACTIONS</b>	
1. Application for Leave 1.1 All Central Office employees, including Regional Directors, except Assistant Secretaries and Undersecretaries which shall be signed by the Secretary	-Undersecretary for Management
2. Clearance Certificates of officials and employees except accountable officials which shall be signed by the Secretary	-Undersecretary for Management
3. Scholarship and attendance to trainings, conferences, seminars of all employees, except Presidential appointees which shall be approved by the Secretary	-Undersecretary for Management

<p>4. Disciplinary Actions against non-presidential appointees</p> <p>4.1 Memo requiring employee complained of to submit comments/explanation</p> <p>4.2 Resolution dismissing complaint for lack of merit</p> <p>4.3 Formal charges</p> <p>4.4 Imposition of penalty of reprimand to Suspension, except Dismissal which shall be signed by the Secretary</p>	<p>-Undersecretary for Management</p> <p>-Undersecretary for Management</p> <p>-Undersecretary for Management</p> <p>-Undersecretary for Management</p>
<p>5. Application for Retirement of all employees, except Presidential appointees which shall be signed by the Secretary</p>	<p>-Undersecretary for Management</p>
<p>6. Acceptance of Resignation of all employees, except Presidential Appointees which shall be signed by the Secretary</p>	<p>-Undersecretary for Management</p>
<p>7. Order of dropping from the rolls of all employees, except Presidential appointees which shall be signed by the Secretary</p> <p>8. Approval of request to render overtime Services</p>	<p>-Undersecretary for Management</p> <p>-Asst. Secretary for Management</p> <p>-Director, Administrative Service</p>

Provisions of previous Order Resolutions inconsistent herewith are hereby revoked accordingly.

  
**CORAZON JILIANG-SOLIMAN**  
 Secretary

A CERTIFIED COPY:  
  
 RENE TO F. GILERA  
 Director, Administrative Service