



ADMINISTRATIVE ORDER  
NO. 16  
Series of 2019

**Subject: 2019 DELEGATION AND DELINEATION OF AUTHORITY**

In the interest of service and in order to expedite the processing of documents pertaining to personnel, administrative, procurement, financial, regulatory and administrative procedure and cases, particularly in light of DSWD Administrative Order No. 1, series of 2018, entitled *Functional Structure of the DSWD Field Offices*, and AO No. 1, series of 2019, entitled *Management Reorganization of the DSWD Central Office*, the attached **2019 MANUAL OF DELEGATION AND DELINEATION OF AUTHORITY IN THE DSWD** (the "Manual") is hereby prescribed. This amendment is also in line with the DSWD's compliance with the Republic Act No. 11302 (the EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018).

The Manual shall form part of this issuance and shall serve as guide and reference on the delegated authorities to officials in the Central Office and Field Offices of the DSWD.

The Manual shall supersede all parts or provisions of DSWD issuances on administrative, human resource, and financial matters, including DSWD Memorandum Circular No. 9, s.2012, entitled *Delegation and Delineation of Authority in the DSWD*, as amended by MC No. 13, s.2012, MC No. 16, s.2012, and MC No. 13, s.2014; as well as AO No. 8, s. 2018 entitled *2018 Manual of Delegation and Delineation of Authority in the DSWD*.

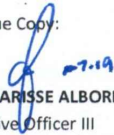
Any clarification relative to this issuance shall be addressed to the Undersecretary for the General Administration and Support Services Group (GASSG), who in turn shall facilitate the resolution of the clarification.

The Manual shall take effect immediately.

03 OCTOBER 2019, Quezon City, Philippines.

  
**ROLANDO JOSELITO D. BAUTISTA**  
Secretary

Certified True Copy:

  
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## 2019 MANUAL OF DELEGATION AND DELINEATION OF AUTHORITY IN THE DSWD

### 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 among all officials of the Department
4. To guide the clientele and other concerned stakeholders in transacting business with the Department.
5. To implement checks and balances on all transactions.

### CERTIFICATION, RECOMMENDATION AND APPROVAL

The certification, recommendation and approval by authorities indicated in this Manual shall mean that such authorities have conducted due diligence and Completed Staff Work (CSW), *e.g.*, processed by the concerned personnel.

In cases where further approval of higher authorities and/or external or oversight agencies is necessary, the signature of the approving authorities listed in this Manual does not mean final approval.

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## LEGEND AND NOTES

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

1. An ampersand (“ & ”) means all of the indicated officials indicated must sign.
2. A vertical bar (“ | ”) means any of the indicated officials indicated may sign.
3. A semicolon (“ ; ”) means the latter official may sign as an alternate if the former official is unavailable.
4. The “**Concerned**” official is the official who requested or proposed the subject matter, or who – in accordance with the Management Structure – has supervision over such requesting or proposing official.
5. An “**Authorized**” official is one who is either [i] indicated in this Manual, or [ii] specifically authorized by virtue of a Special Order.
6. If the position of the Certifying, Recommending or Approving Authority is vacant, or if the current occupant of such position is otherwise unable to exercise such authority, then the official with the next higher position – in accordance with the Management Structure – shall be the Certifying, Recommending or Approving Authority, unless there is an Order of Succession specifying otherwise.
7. However, if the indicated official is merely unavailable and the Manual does not indicate any alternate, the Officer-in-Charge based on the appropriate Order of Succession, if any, shall automatically be authorized to certify, recommend or approve, unless otherwise specified.

An official shall be considered unavailable if that official is on official travel, on leave of absence, or attending a meeting, conference, seminar, training or other official activity outside of the official workstation.

8. Under Procurement Matters, the Order of Succession will not apply.
9. Where an official would otherwise be both [i] the Requesting Party or the Recommending Authority, and [ii] the Approving Authority, the Approving Authority shall instead be the official with the next higher position – in accordance with the Management Structure.

For transactions originating in the Finance and Management Service in the Central Office, or in the Finance and Management Division in the Field Offices, where an official would otherwise be both [i] the Certifying Authority, and [ii] the Approving Authority, the Approving Authority shall instead be the official with the next higher position – in accordance with the Management Structure.

NOTE: The USEC for GASSG shall be the Approving Authority for requests by the Secretary, and the ARDA shall be the Approving Authority for requests by an RD (for themselves or for their offices, not for the FOs).

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## ACRONYMS AND ABBREVIATIONS

ABD	Assistant Bureau Director
AOQ	Abstract of Quotation
ARD	Assistant Regional Director
ARDA	Assistant Regional Director for Administration
ARDO	Assistant Regional Director for Operations
AS	Administrative Service
ASD	Assistant Service Director
ASEC	Assistant Secretary
BAC	Bids and Awards Committee
CIU	Crisis Intervention Unit
CO	Central Office
COA	Commission on Audit
CORC	Central office Review Committee
COS/MOA	Contract of Service or Memorandum of Agreement
CPA	Certified Public Accountant
CSC	Civil Service Commission
CSO	Civil Society Organization
DC	Division Chief
DRMB	Disaster Response Management Bureau
EXECOM	Executive Committee
FAP	Foreign-Assisted Project
FMS	Finance and Management Service
FO	Field Office
FORC	Field Office Review Committee
GASSG	General Administrative and Support Services Group
HOBS	Head of Office, Bureau or Service
HRMDD	Human Resource Management and Development Division
HRMDS	Human Resource Management and Development Service
HRMPSB	Human Resource Merit Promotion and Selection Board
JO	Job Order
LGU	Local Government Unit
M	Million
NGA	National Government Agency
NGO	Non-Government Organization
NPMO	National Program Management Office
NRLMB	National Resource and Logistics Management Bureau
OBSU	Office, Bureau, Service or Unit
OIC	Officer-in-Charge
OSG	Office of the Secretary Group
PAD	Personnel Administration Division
PDAC	Property Disposal and Awards Committee
PDC	Personnel Development Committee
PMT	Performance Management Team
PMS	Procurement Management Service



PO	People's Organization
PSAMD	Property, Supply, and Asset Management Division-
PSB	Personnel Selection Board
RD	Regional Director
RPCPPE	Report on the Physical Count of Property, Plant and Equipment
RPMO	Regional Program Management Office
RPMT	Regional Performance Management Team
SB	Standards Bureau
SCMD	Standards Compliance Monitoring Division
SG	Salary Grade
SWD	Social Welfare and Development
SWDA	Social Welfare and Development Agency
USEC	Undersecretary
WFP	Work and Financial Plan

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# I. PERSONNEL MATTERS

## A. ORIGINAL, INITIAL, RENEWAL, SUBSTITUTE, PROMOTIONAL AND TRANSFER APPOINTMENT <sup>1</sup>

### 1. Third-Level Positions

PROCESSING	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Third Level PSB	Secretary	President

### 2. Regular and Permanent Employees (First and Second Levels)

		ENDORISING AUTHORITY	APPROVING AUTHORITY	
CO	Social Welfare Attaché <sup>2</sup>	EXECOM	Secretary	
	DC	CO-HRMPSB	Secretary	
	Below DC	CO-HRMPSB	USEC for GASSG	
FO <sup>3</sup>	DC	FO-HRMPSB <sup>4</sup>	Secretary	
	Below DC	FO-HRMPSB	FO is CSC-accredited	RD
			FO is not CSC-accredited	USEC for GASSG

### 3. Contractual and Casual Employees (First and Second Levels)

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
CO	USEC Concerned	USEC for GASSG	
FO	ARDA	FO is CSC-accredited	RD
		FO is not CSC-accredited	USEC for GASSG

### 4. Coterminous Employees (First and Second Levels)

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY		
CO	HOBBS/Official Concerned	Secretary		
FO	HOBBS/Official Concerned	FO is CSC-accredited	DC	Secretary
			Below DC	RD
		FO is not CSC-accredited	DC	Secretary
			Below DC	USEC for GASSG

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

Under Memorandum Circular No. 15, series of 2008 entitled, Implementing Guidelines for MC No. 35, s.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 the PSB, except: (i) substitute appointments due to their short duration and emergency nature ; (ii) appointments to personal and primarily confidential positions ; and (iii) appointments to entry laborer positions.

<sup>2</sup> DSWD Social Welfare Attachés are selected per Administrative Order No. 7, series of 2016, entitled *Guidelines in the Operation of the DSWD's International Social Service Office (ISSO) in the Philippines and Foreign Posts.*

<sup>3</sup> FOs that are not CSC-accredited shall endorse proposed appointments to CO-PSB. The CO-HRMPSB shall then review the same, and if found to be in order, recommend the same to the indicated appointing authority.

<sup>4</sup> For DC positions, the FO-HRMPSB shall be chaired by the RD

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**B. COS/MOA/JO WORKERS AND TECHNICAL SPECIALISTS <sup>5</sup>**

**1. Creation and Abolition of COS/MOA/JO (Technical and Non-Technical) Position**

		REQUESTING PARTY	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Regular Programs	HOBS	USEC Concerned – as to purpose & USEC for GASSG – as to funding	Secretary
	FAPs or Special Projects	Project/Program Manager		
FO	Regular Programs	DC Concerned	RD – as to purpose & funding	
	FAPs or Special Projects	Deputy Regional Project/Program Manager		

**2. Authority to Fill Existing COS/MOA/JO (Technical and Non-Technical) Position**

		REQUESTING PARTY	CERTIFYING AUTHORITY	APPROVING AUTHORITY
CO	Regular Programs	HOBS	Chief, Budget Division	USEC Concerned
	FAPs or Special Projects <sup>6</sup>	Project/Program Manager		
FO	Regular Programs	DC Concerned	Head, Budget Section	RD
	FAPs or Special Projects	Deputy Regional Project/Program Manager		

**3. Hiring of COS/MOA/JO (Technical and Non-Technical) Position <sup>7</sup>**

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Regular Programs	HOBS	USEC Concerned
	FAPs or Special Projects	Project/Program Manager	
FO	Regular Programs	DC Concerned	RD
	FAPs or Special Projects	Regional Project/Program Manager	

<sup>5</sup> Subject to existing rules and guidelines on the selection and hiring of COS/MOA/JO Workers and Technical Specialists.

<sup>6</sup> Special Programs or Projects cover Pantawid Pamilyang Pilipino Program (4Ps), Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services National Community-Driven Development Program (Kalahi-CIDDS NCDDP), National Household Targeting System for Poverty Reduction (NHHS-PR), Unconditional Cash Transfer (UCT) Program. This manual, however, will include programs, activities and projects that may be adopted by management as part of special programs or projects. All references to special programs or projects in succeeding parts of the manual will be guided by this definition.

<sup>7</sup> The creation of COS/MOA/JO positions is subject to the approval of the Secretary upon the recommendation of the USEC Concerned in CO and RD in FO with an attached Certificate of Availability of Funds from FMS. Review of documents and terms of reference by the HRMDS may still be part of the process, if deemed necessary. All requests for the filing up previously-approved COS/MOA/JO positions are subject to the approval of the USEC for Concerned in CO and RD in FO, 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/JO contracts shall be signed by the respective USEC Concerned, upon the recommendation of the HOBS. Prior to approval of the approving authority, all contracts shall be reviewed by the HRMDS in the CO or by the HRMDD in the FO. In all cases, OBSUs/Divisions should ensure the availability of funds prior to the hiring of COS/MOA/JO Workers.

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

	TO BE DESIGNATED AS	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC, ASEC		Secretary
	Director	USEC Concerned	
	DC	Director	USEC Concerned
	Below DC		
FO	RD, ARD, DC	USEC for SWD	Secretary
	Below DC	ARD Concerned	RD

**D. DETAIL, TRANSFER OR REASSIGNMENT OF OFFICIALS AND EMPLOYEES <sup>9</sup>**

**1. Detail and Transfer**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Director, DC, Below DC	USEC Concerned	Secretary
FO	RD, ARD, DC	USEC for SWD	
	Below DC	RD	

**2. Secondment**

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO/FO	USEC Concerned	Secretary

**3. Reassignment <sup>10</sup>**

MOVEMENT INVOLVED		RECOMMENDING AUTHORITY <sup>11</sup>	APPROVING AUTHORITY
Within a Cluster/Bureau	OSG	USEC for SWD	Secretary
	Other Clusters	ASEC Concerned	USEC Concerned
Between Clusters		USECs Concerned	Secretary
FO to CO and CO to FO		USEC Concerned & RD Concerned	
FO to another FO		RDs Concerned & USEC for SWD	
Within FO	ARD, DC	RD	RD
	Below DC	ARD Concerned	

<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 Career Executive Service Board (CESB).

The Special Order designating officials and employees may be drafted by the OBSU Concerned in the CO or by the Division Concerned in the FO. However, to ensure that the Special Order is in accordance with existing policies and the prescribed template, it must be reviewed by the HRMDS in the CO or by the HRMDD in the FO.

The designation must be in accordance with applicable laws such as 2017 Omnibus Rules on Appointments and Other Human Resource Actions.

<sup>9</sup> The detail, transfer or reassignment of officials and employees must be in accordance with applicable CSC and CESB rules and other applicable laws such as R.A. No 9433 (the Magna Carta for Social Workers).

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

<sup>11</sup> For reassignment between from one cluster to another, from one FO to another FO, or from FO to CO or vice-versa, the USECs Concerned and RDs Concerned refer to those of the source and destination offices.



**E. REQUEST FOR PERMISSION TO TEACH, EXERCISE PROFESSION OR ENGAGE IN BUSINESS OUTSIDE OF OFFICE HOURS <sup>12</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Director and up	USEC Concerned	Secretary
	DC and below	HOBS	
FO	ARD, RD	USEC for SWD	RD
	DC and below	ARD Concerned	

**F. APPLICATION FOR LEAVE AND MONETIZATION OF LEAVE CREDITS**

**1. Leave (including Terminal Leave) <sup>13</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
CO	USEC		Secretary	
	ASEC, Director, Social Welfare Attaché <sup>14</sup>	USEC Concerned	Secretary	
	ABD, ASD, DC	HOBS	USEC Concerned	
	Below DC	Up to 30 days leave and terminal leave	DC Concerned	HOBS
		Maternity Leave		
	More than 30 days leave except terminal and maternity leave <sup>15</sup>	HOBS	USEC Concerned	
FO	RD, ARD	USEC for SWD	Secretary	
	DC, Section Head	Up to 30 days leave and terminal leave	ARD Concerned	RD
		Maternity leave		
		More than 30 days leave except terminal leave and maternity leave <sup>12</sup>		
	Below Section Head	Up to 30 days leave and terminal leave	DC Concerned	ARDA
		Maternity Leave		
More than 30 days leave except terminal leave and maternity leave		ARD Concerned		

<sup>12</sup> Upon signing by the Undersecretary Concerned, requests for permission to teach, exercise private practice of profession or engage in business outside of office hours shall be forwarded to the HRMDS review/endorsement to OSec for approval of the Secretary. It shall be subject to relevant CSC rules such as Memorandum Circular No. 32, s.1993, DSWD internal guidelines and other relevant issuances.

<sup>13</sup> Notes:

1. All applications for leave shall be certified as to the available Leave Credits by the Personnel Administration Division at the CO, or by the Personnel Administration Section at the FO.
2. Application for leave of absence, sick or vacation, covering the period of one (1) year or longer shall require the approval of the Secretary upon recommendation of the HOBS and endorsed by the USEC Concerned.
3. Applications for sick, vacation or maternity leave for more than thirty (30) days, and for terminal leave regardless of length, shall be accompanied by an accomplished Clearance.
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 the section on Foreign Personal Travel.

<sup>14</sup> All leaves of a Social Welfare Attaché deployed abroad, regardless of number of days and place where they shall be spent, shall require the approval of the Secretary, with proper endorsement from the Head of Post and recommended by the USEC Concerned. For Home Leave, which shall be availed after the end of three years' tour of duty, endorsement of the Head of Post is no longer required, unless the Social Welfare Attaché's tour of duty is extended.

<sup>15</sup> Application for rehabilitation leave shall be submitted with cover Memorandum for the Secretary for consideration or approval.

**2. Paid Absence Privilege for Solo Parent COS/MOA Workers<sup>16</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Equivalent of Director and up	USEC Concerned	Secretary
	Equivalent of DC and below	HOBBS	USEC for GASSG
FO	Equivalent of DC	ARDA	RD
	Equivalent of below DC	DC Concerned	ARDA

**3. Monetization of Leave Credits<sup>17</sup>**

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	CO Committee on Monetization	USEC for GASSG
FO	FO Committees on Monetization	RD <sup>18</sup>

**G. DAILY TIME RECORD/LOCATOR SLIP**

	PERSONNEL INVOLVED	APPROVING AUTHORITY
CO	DC	HOBBS
	Below DC	DC Concerned
FO	DC	ARD Concerned
	Below DC	DC Concerned   Center Head

**H. REQUEST FOR AUTHORITY, OR FOR CONFIRMATION OF AUTHORITY, TO RENDER OVERTIME<sup>19</sup>**

	PERSONNEL INVOLVED	REQUESTING PARTY	RECOMMENDING AUTHORITY (AS TO FUNDING)	APPROVING AUTHORITY
CO	DC and below	DC Concerned	Head, Budget Division	HOBBS
FO	DC and below	DC Concerned	Head, Budget Section	RD

<sup>16</sup> Items 5.2 and 5.3 of the Memorandum from the Secretary dated 14 May 2014:

5.2 A solo parent MOA worker shall submit his/her application for paid absence privilege to the head of the O/B/S/SP using the attached form, whenever possible five (5) days prior to availment. The application must be supported by photocopy of the valid Solo Parent ID and birth certificate of the child/children or other applicable documents duly certified by the head of O/B/S/SP concerned, to support the claim.

5.3 On emergency cases, however, the Solo Parent MOA worker may go on paid absence privilege, and submit her/his application within two (2) days upon reporting to work supported by the same documents mentioned above and any proof of emergency if required by the head of O/B/S/SP. Application submitted beyond this timeline shall be recommended by the concerned O/B/S/SP head for disapproval.

<sup>17</sup> Monetized leave credits shall be charged against savings and shall be subject to availability of funds.

<sup>18</sup> Monetization of leave credits of FO employees of not more than 30 days shall be paid out of FO savings. Monetization of 50% or more of FO employees may also be charged against savings of the FO, subject to availability thereof. In the absence of savings in the FO, the application may be forwarded to the CO for payment, supported by the resolution of the FO Committee on Monetization, subject to availability of savings at the CO. [MC No. 8, series of 2012]

In case of monetization by the RD, the Approving Authority shall be the USEC for GASSG.

<sup>19</sup> Requests for authority to render overtime services shall be filed using the prescribed form. Overtime work shall be compensated in accordance with CSC-DBM Joint Circular No. 2, s.2015 and relevant DSWD Guidelines.

Pursuant to CSC-DBM Joint Circular No. 1, s. 2015, incumbents of positions of divisions chief or equivalent level and below, designated as Officers-in-Charge of higher level positions, may also be authorized to render overtime services as they are still bound to observe the prescribed work hours in their respective agencies.



**I. REQUEST FOR MODIFIED WORK SCHEDULE DUE TO CONTINUING EDUCATION OR EDUCATIONAL COMPLETION FOR NON-SCHOLARS AND OTHER SPECIAL CIRCUMSTANCES**

		PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	DC and below	Due to scholarships and trainings approved by CO PDC or the Department	HRMDS Director	USEC for GASSG
		Due to special circumstances other than the above <sup>20</sup>	USEC Concerned	Secretary
FO	DC and below	Due to scholarships and trainings approved by FO PDC or the Department	FO PDC	RD
		Due to special circumstances other than the above	ARDA	

**J. EDUCATIONAL SUPPORT PROGRAMS<sup>21</sup>**

**1. Foreign Scholarship, Training, Short Course and Official time<sup>22</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	All personnel	CO PDC & Cluster Head	Secretary
FO	All personnel	CO PDC & RD	

**2. Scholarship sponsored by DSWD and Other Local Institution including Fund Augmentation**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	DC and up	PDC & Cluster Head	Secretary
	Below DC	PDC & Head of Office	USEC for GASSG
FO	DC and up	CO PDC & RD <sup>23</sup>	Secretary
	Below DC		USEC for GASSG

**3. Study Leave**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	DC and up	CO PDC	Secretary
	Below DC	CO PDC	USEC for GASSG
FO	DC and up	CO PDC	Secretary
	Below DC	FO PDC	RD

<sup>20</sup> "Special Circumstances" include those beyond the personnel's control and situations for which the personnel is not responsible that are unusual, uncommon or abnormal, and which makes it impracticable for personnel to perform their work. These may include medical, family/personal or employment circumstances.

<sup>21</sup> As defined and enumerated under Administrative Order No. 16, series of 2018 entitled *Enhanced Guidelines on Educational Support for DSWD Employees*

<sup>22</sup> Official Time – a time-off provided to employees who will participate in a foreign training/short-term course or scholarship, to which (1) they have directly applied to and/or (2) they have been invited by a sponsoring organization. No additional entitlements will be provided by the Department and that all costs related to the travel will be borne by the employee or the sponsoring organization (DSWD Administrative Order No. 16, series of 2018)

<sup>23</sup> All regions nomination for scholarships are being deliberated by PDC on the basis of the endorsement of RD and RPDC



**K. LOCAL NON-ACADEMIC SPECIALIZED TRAINING AND OTHER SHORT TERM COURSES<sup>24</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC, ASEC		Secretary
	Director	USEC Concerned & HRMDS Director	Secretary
	DC and below	HOBS & HRMDS Director	USEC Concerned
FO	RD, ARD	USEC for SWD & HRMDD	Secretary
	DC and below	ARD Concerned & HRMDD	RD

**L. DOMESTIC TRAVEL (TRAVEL ORDER), INCLUDING TRAVEL ITINERARY AND CERTIFICATE OF TRAVEL COMPLETED<sup>25</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC, ASEC		Secretary
	Director	ASEC Concerned	USEC Concerned
	DC	HOBS	ASEC Concerned
	Below DC	DC Concerned	HOBS
	NPMO Staff of FAPs	Project/Program Manager	Deputy Project/Program Director for Operations
	Driver	DC, General Services Division	AS Director
	Inter-cluster group, team or committee	Head of group, team or committee <sup>26</sup>	Secretary
FO	Outside Region including national initiated activities	RD	Secretary   USEC SWD, if specially authorized
		ARD	
		DC and below	ARD Concerned
	Within Region	ARD	RD
		DC	
		Below DC	Special Projects
	Others	DC Concerned	

**M. FOREIGN TRAVEL**

**1. Official Travel, including Travel Itinerary and Certificate of Travel Completed<sup>27</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC, ASEC		Secretary

<sup>24</sup> Conducted by the National Government Office, Professional Organization or Private Institution

<sup>25</sup> Covers regular personnel and COS/MOA Workers.

No official travel shall be undertaken without an approved Travel Order, except for travel within 50 kilometers from the official workstation which shall be covered by a Locator Slip to be signed by the HOBS. The Itinerary of Travel shall be approved by the Immediate Supervisor for the CO or the RD for FO.

<sup>26</sup> The member of the inter-agency group, team or committee must secure first authority/clearance from their concerned Cluster Head before endorsement to the Recommending Authority.

<sup>27</sup> Notes:

- These include travels of DSWD officials and personnel which do not fall under the Foreign Scholarship Program or those which do not involve screening by the Personnel Development Committee.
- Travel which would entail government expense shall be limited to those which are very urgent and extremely necessary.

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FO	Director, DC	USEC Concerned	
	Below DC	USEC Concerned ; ASEC Concerned	
	Inter-cluster group, team or committee	Head of group, team or committee	
	RD, ARD, DC	USEC for SWD	
	Below DC	RD	

**2. Personal Travel (Application for Travel Authority in the form of Authorization)<sup>28</sup>**

	PERSONNEL INVOLVED	APPROVING AUTHORITY
CO	Director, ASEC, USEC –	Secretary
	DC and below	HOBS
FO	RD, ARD	Secretary
	DC and below	RD

**3. Travel Incentive for Retiring Employees<sup>29</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC		Secretary, upon endorsement of HRMDS
	ASEC, Director	USEC Concerned	
	DC and below	HOBS	
FO	RD	USEC for SWD	
	ARD and below	RD	

**N. NOTICE OF SALARY ADJUSTMENT/STEP INCREMENT<sup>30</sup>**

		ISSUING AUTHORITY
CO	All Personnel	HRMDS Director
FO	RD, ARD	HRMDS Director
	DC and Below	RD

**O. APPROVAL OF SALARY INCREMENT DUE TO MERITORIOUS PERFORMANCE AND LENGTH OF SERVICE**

		REQUESTING AUTHORITY		RECOMMENDING AUTHORITY		APPROVING AUTHORITY	
		Meritorious Performance	Length of Service	Meritorious Performance	Length of Service	Meritorious Performance	Length of Service
CO	All Personnel	HRMDS Director		PMT		Secretary	
		HRMDS Director		PMT		Secretary	
		HRMDS Director		PMT		Secretary	
FO	RD, ARD	HRMDS Director		PMT		Secretary	

3. Travel expense shall be computed in accordance with the provisions of E.O. No. 77, series of 2019.
4. These rules shall also apply to equivalent MOA positions as per E.O. No. 77, series of 2019.

<sup>28</sup> Notes:

1. 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.
2. The request for authority to travel abroad on personal business for more than 30 days should be supported with duly approved application for leave and clearance certificate.

<sup>29</sup> Travel incentive is given to retiring employees who are able to render at least 20 years of continuous very satisfactory service to the Department, as provided under DSWD Memorandum Circular No. 3, series of 2003.

<sup>30</sup> NOSA/NOSI shall be automatically issued to employees concerned for their information.

	DC and Below	HRMDS Director	DC, HRMDD	PMT	RPMT	Secretary	RD
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**P. TEMPORARY OR EMERGENCY SUSPENSION OF WORK**

SCOPE	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Department-wide	USEC for GASSG	Secretary
CO only		
FO only <sup>31</sup>		

**Q. PAYROLL COVERING PAYMENT OF SALARIES, WAGES AND OTHER CLAIMS FOR COMPENSATION, INCLUDING OVERTIME SERVICES**

	CERTIFYING AUTHORITY	APPROVING AUTHORITY
CO	DC, PAD	HRMDS Director
FO	DC, HRMDD	ARDA

**R. APPLICATION FOR RETIREMENT, RESIGNATION**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC, ASEC, Director (Presidential Appointee)	Secretary	President
	Director (Non-Presidential Appointee)	USEC Concerned	Secretary
	DC		USEC for GASSG
	Below DC		
FO	RD, ARD (Presidential Appointee)	Secretary	President
	RD, ARD (Non-Presidential Appointee)	USEC for SWD	Secretary
	DC	RD	
	Below DC	ARD Concerned	RD

**S. CLEARANCE FORM**

	PERSONNEL INVOLVED	APPROVING AUTHORITY
CO	All personnel	USEC for GASSG
FO	All personnel	RD <sup>32</sup>

<sup>31</sup> Temporary or emergency suspension of work at the FO must be reported to the OSEC immediately.

<sup>32</sup> For clearances for purpose of foreign travel (more than 30 days leave) or separation from the service, and for clearances of RDs and ARDs, clearance from the CO must also be secured, aside from clearance from the FO.



## II. ADMINISTRATIVE, PROCUREMENT and FINANCIAL MATTERS

### A. PROPERTY AND ASSET MANAGEMENT

ITEM		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Report on the Physical Count of Property, Plant and Equipment (RPCPE), Report on the Physical Count of Inventories (RPCI) <sup>33</sup>	CO	AS Director & ASEC for Administration	USEC for GASSG
	FO	DC, Administrative Division & ARDA	RD
Appraisal Reports and/or Disposal of Real Properties	CO	USEC GASSG	Secretary
	FO	RD	
Appraisal Reports and/or Disposal of Unserviceable Properties other than Real Properties	CO	CO PDAC	USEC for GASSG
	FO	FO PDAC	RD
Property Transfer Report (transfer of property in the nature of disposal per COA Circular No. 89-296 dated January 27, 1989)	CO	CO PDAC	USEC for GASSG
	FO	FO PDAC	RD
Property Transfer Report (for the physical transfer of properties from one DSWD office to another [intra-agency transfer])	CO	AS Director, upon request of HOBS/Official Concerned, if applicable	USEC for GASSG
	FO	DC, Administrative Division, upon request of Unit Head/Official Concerned, if applicable	RD
Furniture and Equipment Transfer Slip (for the physical transfer of properties within OBSU [intra-office transfer])	CO	DC Concerned	HOBS
	FO		ARDA
Request for Relief from Property Accountability	CO	USEC for GASSG, upon request of Personnel Concerned	COA
	FO	RD, upon request of Personnel Concerned	COA

<sup>33</sup> The Government Accounting Manual (GAM) requires submission of these to the Commission on Audit, semi-annually upon completion of physical count of supplies and inventories.



**B. AGENCY PROCUREMENT REQUEST (APR) <sup>34</sup>**

	TYPE OF REQUEST	REQUESTING PARTY	CERTIFYING AUTHORITY	APPROVING AUTHORITY	
CO	All regular requests of Common-use Supplies and Equipment for stockpile	AS Director	DC, Accounting Division Concerned	Up to P100M	USEC for GASSG
				>P100M	Secretary
	All other requests	Director Concerned		Up to P100M	USEC Concerned
				>P100M	Secretary
FO	All requests	DC   Center Head Concerned	Head, Accounting Section	Up to P50M	RD
				>P50M to P100M	USEC for SWD
				>P100M	Secretary

**C. REQUISITION AND ISSUE SLIP FOR STOCK (RIS) <sup>35</sup>**

	REQUESTING PARTY	APPROVING AUTHORITY
CO	HOBS	DC, PSAMD
FO	DC   Center Head	AS, Section Head

**D. RIS FOR WELFARE GOODS**

	REQUESTING PARTY	APPROVING AUTHORITY
CO	RD   DRMB Director	NRLMB Director
FO	DC, DRMD	ARDO

**E. REQUEST FOR PROCUREMENT OF GOODS, CIVIL WORKS AND CONSULTING SERVICES <sup>36</sup>**

	SOURCE OF REQUEST	REQUESTING PARTY		APPROVING AUTHORITY <sup>37</sup>	
CO	OBSUs	Up to P100M	Director Concerned	Up to P100M	USEC Concerned
		>P100M	USEC Concerned	>P100M	Secretary
	Office of the Directors and up	Official Concerned		Up to P100M	USEC Concerned
				> P100M	Secretary
FAPs/Special Projects	Project/Program Manager		Up to P100M	USEC Concerned	
			> P100M	Secretary	
FO	All, including Centers and Institutions	Up to P50M	ARD Concerned	Up to P50M	RD
		>P50M to P100M	RD	>P50M to P100M	USEC for SWD
		>P100M	USEC for SWD	>P100M	Secretary

<sup>34</sup> Section II. B of the Administrative Order No. 08, series of 2018; For transactions with the Department of Budget and Management-Procurement Service (PMS)

<sup>35</sup> Section II. C of the Administrative Order No. 08, series of 2018

<sup>36</sup> Section II. D of the Administrative Order No. 08, series of 2018

<sup>37</sup> The Head of the Procuring Entity (HOPE) is defined under Item t, Section 5 of the 2016 IRR of RA No. 01984 (GPRA) as "refers to: (i) the head of the agency or his duly authorized official, for national government agencies (NGAs) xxx." The functions of the HOPE can be found in various provisions of the Government Procurement Reform Act.

**F. AOQ/BAC RECOMMENDATION FOR PROCUREMENT OF GOODS, CIVIL WORKS AND CONSULTING SERVICES <sup>38</sup>**

		APPROVING AUTHORITY
CO	Up to P100M	Designated HOPE
	>P100M	Secretary
FO	Up to P50M	RD
	>P50M to P100M	USEC for SWD
	>P100M	Secretary

**G. PURCHASE ORDER, PROCUREMENT CONTRACT <sup>39</sup>**

		CERTIFYING AUTHORITY <sup>40</sup>	AUTHORIZED SIGNATORY
CO	DC, Accounting Division Concerned	Up to P100M	Designated HOPE
		>P100M	Secretary
FO	Head, Accounting Section	Up to P50M	RD
		>P50M to P100M	USEC for SWD
		>P100M	Secretary

**H. NOTICE OF AWARD, NOTICE TO PROCEED FOR PROCUREMENT OF GOODS, CIVIL WORKS AND CONSULTING SERVICES <sup>41</sup>**

		AUTHORIZED SIGNATORY
CO	Up to P100M	Designated HOPE
	>P100M	Secretary
FO	Up to P50M	RD
	>P50M to P100M	USEC for SWD
	>P100M	Secretary

**I. INSPECTION AND FINAL ACCEPTANCE OF DELIVERY <sup>42</sup>**

	REQUESTING AUTHORITY	INSPECTION	ACCEPTANCE
CO	DC, Contract Monitoring Division	Chair, Inspection Committee	HOBS

<sup>38</sup> Section II. E of the Administrative Order No. 08, series of 2018

<sup>39</sup> Section II.F of the Administrative Order No. 08, series of 2018

Notes:

- Any Purchase Order or Contract must be duly supported by approved Purchase Request and Pre-Inspection Report, if applicable, with funds appropriate earmarked for the purpose by the Budget Division Concerned for the CO or the Budget Section Head by the FO (as indicated in the PPMP prepared the Concerned OBSUs), and certified funds available by the Chief Accountant Concerned for the CO, or the Accounting Section Head for the FO, together with other pertinent supporting documents
- All MOAs and Contracts shall be reviewed by the LS and FMS in the CO, or by their counterparts in the FO
- If there is no space in the form used for the Recommending Authority and/or the Certifying Authority to sign, they may [i] initial below the Approving Authority, or [ii] attach their recommendation or certification in a separate document.

<sup>40</sup> The Certification of Availability of Funds should be signed before the Authorized Signatory signs the Purchase Order or Procurement Contract.

<sup>41</sup> Section II. G of the Administrative Order No. 08, series of 2018

<sup>42</sup> Notes:

- 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 and Acceptance Committee.
- Jobs or works performed based on approved Purchase Orders shall be subject to post-inspection by the Inspection and Acceptance Committee.



FO	Head, Procurement Section	Chair, Inspection Committee	DC Concerned   Center Head Concerned
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**J. CONTRACTS NOT INVOLVING PROCUREMENT**

	SUBJECT OF CONTRACT	CERTIFYING AUTHORITY	RECOMMENDING AUTHORITY	APPROVING AUTHORITY/ AUTHORIZED SIGNATORY	
CO	Project implementation, regardless of source of funds, not involving transfer of funds	DC, Accounting Division Concerned	HOBS	Up to P100M	USEC Concerned
				>P100M	Secretary
	Transfer of funds to NGAs, LGUs, NGOs and POs		USEC Concerned	Up to P100M	USEC for GASSG
				>P100M	Secretary
Acceptance of foreign and local donations	USEC Concerned	Up to P100M	USEC for GASSG		
		>P100M	Secretary		
Data Sharing Agreement	Data Privacy Officer	USEC Concerned	Secretary		
FO	Project implementation, regardless of source of funds, not involving transfer of funds	Head, Accounting Section Concerned	DC Concerned	Up to P50M	RD
			RD	>50M but below 100M	USEC SWD
			USEC SWD	>P100M	Secretary
	Others			DC Concerned	RD

**K. OBLIGATION REQUEST AND STATUS (ORS), BUDGET UTILIZATION REQUEST AND STATUS (BURS)**

	BOX A	BOX B	
CO	HOBS	Special Projects/Programs	DC, Budget Division for Special Projects
		All others	DC, Budget Division for Regular Programs
FO	Head of Office (HOO) <sup>43</sup>	Special Projects/Programs	Administrative Officer V (Financial Analyst III) of the Budget Section or the duly authorized signatory as may be designated by the RD who must be holding at least SG 15 position. <sup>44</sup>
		All others	Head, Budget Section or his/her duly authorized representative as may be designated by the RD who must be holding at least SG 15 position.

3. A separate inspection and acceptance committee, with the appropriate competencies may be designated to for civil works and infrastructure projects.
4. If the inspection complies with the specifications appearing on the Purchase Order, the HOBS in CO or the DC Concerned or the Center Head Concerned in FO shall execute a Certificate of Acceptance.

<sup>43</sup> Head of Office (HOO) in FO refers to the Regional Director, Assistant Regional Director Concerned or Division Chief Concerned

<sup>44</sup> This must be a regular or contractual staff and subject to the issuance of Special Order by the Regional Director.

**L. SUB-ALLOTMENT RELEASE ORDER (SUB-ARO)<sup>45</sup>**

AMOUNT	APPROVING AUTHORITY	
	Up to P5M	Special Projects/Programs
All others		ASD for Regular Programs
>P5M to P10M	FMS Director	
>P10M to P50M	ASEC for Support Services	
>P50M	USEC for GASSG	

**M. DISBURSEMENT VOUCHER (DV)**

1. **Box A – Certification by the responsible officer having direct supervision and knowledge of the facts of the transaction**

DESCRIPTION	CERTIFYING AUTHORITY	
	CO	FO
Payment of salaries and wages, allowances, compensation and other personnel services, cost of services, including payment of overtime services, cost of services of COS/MOA Workers and mandatory remittances regardless of amount	DC, PAD	Head, Personnel Administration Section
Payment of fixed regular expenditures for utilities and services such as power, water, telephone, gasoline, oil and lubricant, janitorial and security services, and rental, regardless of amount	DC, General Services Division	Head, General Services Section
Payment for Air Transport Services	DC Concerned; HOBS	Section Concerned; DC Concerned
Grants	Up to P50M >P50M to P100M >P100M	DC Concerned
		ARD Concerned
		RD
Other financial claims	HOBS	HOO   Section Head Concerned   Center Head Concerned

2. **Box C – Certification on availability of cash, subject of ADA, completeness of supporting documents, and propriety of amount claimed**

	DESCRIPTION	CERTIFYING AUTHORITY
CO	All DVs for Special Projects/Programs <sup>46</sup> except personnel services	DC, Accounting Division for Special Projects; Supervising Administrative Officer

<sup>45</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 Concerned.

<sup>46</sup> Special Projects/Programs include 4Ps, KALAHY CIDDS, UCT and NHTS-PR

	DESCRIPTION	CERTIFYING AUTHORITY
	<ul style="list-style-type: none"> <li>• Remittances of all deductions from salaries and wages and cost of services;</li> <li>• Payment of regular or fixed expenditures such as power, water, telephone, rental, janitorial, security, communication, gasoline and lubricant expenses regardless of amount;</li> <li>• Reimbursement of Travelling Expenses and Load Allocations; and</li> <li>• Payment of assistance under CIU amounting to P75,000.00 and below</li> </ul>	
	<ul style="list-style-type: none"> <li>• Cash advances and reimbursements by disbursing officers, officials, and employees amounting to P100,000.00 and below;</li> <li>• Payment of catering services; and</li> <li>• Payment of air transportation</li> <li>• Payment of salaries and wages, allowances, compensation and other personnel services including payment of overtime services, regardless of the amount;</li> <li>• Payment of cost of services for Memorandum of Agreement workers; and</li> <li>• Fund transfer to Field Offices and Barangay/Community accounts by way of check or Notice of Transfer of Allocation (NTA) amounting to P100,000.00 and below.</li> </ul>	DC, Accounting Division for Regular Programs ; the Next-in-Rank (with a position of at least Accountant III or Administrative Officer V), as may be designated by the Secretary
	<ul style="list-style-type: none"> <li>• Other financial claims</li> </ul>	Chief Accountant
FO	All DVs for Special Projects/Programs except Personnel Services and Cost of Service	Administrative Officer V (Financial Analyst III) of the Accounting Section contractual/regular staff <sup>47</sup>
	All DVs for Regular Programs including all Personnel Services and Cost of Service	Head, Accounting Section or the duly authorized signatory as may be designated by the RD <sup>48</sup>

<sup>47</sup> This is subject to the issuance of Special Order by the Regional Director.

<sup>48</sup> This is subject to the issuance of Special Order by the Regional Director.





**3. Box D – Approval of DV**

		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		HRMDS Director
	Payment of fixed regular expenditures for utilities and services such as power, water, telephone, gasoline, oil and lubricants, courier, janitorial and security services and rental, regardless of amount		AS Director
	Payment for Air Transport Services		HOBS
	Others	Up to P10M	HOBS
		>P10M to P25M	ASEC Concerned
		>P25M to P100M	USEC Concerned
>P100M		Secretary	
FO	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		ARDA
	Payment of fixed regular expenditures for utilities and services such as power, water, telephone, gasoline, oil and lubricants, courier, janitorial and security services and rental, regardless of amount		Administrative Division Chief; ARDA
	Grants	Up to P1M	DC Concerned
		>P1M to P5M	ARD Concerned
		>P5M to P100M	RD
		>P100M	Secretary
	Others	Up to P1M	DC Concerned
		>P1M to P5M	ARD Concerned
		>P5M to P50M	RD
		>P50M to P100M	USEC for SWD
		>P100M	Secretary

**N. MODIFICATION OF FUNDS <sup>49</sup>**

	RECOMMENDING APPROVAL	APPROVING AUTHORITY
CO	USEC Concerned & USEC for GASSG	Secretary
FO	RD & USEC Concerned & USEC for GASSG	

**O. REALLOCATION OF FUNDS (FO ONLY) <sup>50</sup>**

	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Up to P1M	DC, Budget Division Concerned	FMS ASD Concerned
>P1M to P10M		FMS Director
>P10M to P25M		ASEC for Support Services
>P25M		USEC for GASSG

<sup>49</sup> "Modification of Funds" refers to any change within a program, activity, project (P/A/P) in operating unit, allotment class, object of expenditures, within a special purpose fund (SPF) and within the purposed authorized under the programmed Appropriation, as reflected in the FY 2018 GAA. It covers MOOE and CO and shall not entail any increase in the total amount appropriated for a P/A/P and can be done only within each activity. The existence of an allotment class or object of expenditure in the recipient P/A/P is not necessary for purposes of modification.

<sup>50</sup> "Reallocation of Funds" refers to adjustment on allotment release to Field Offices sourced from Centrally Managed Fund to address deficiencies on newly identified financial requirements to support its operation. Request for reallocation must be approved by the concerned Cluster Head.

**P. CHECK, ADVICE TO DEBIT ACCOUNT (ADA)**

	AMOUNT	COUNTERSIGNING AUTHORITY	SIGNING AUTHORITY
CO	Up to P1M	FMS ASD Concerned	Cashier or the duly authorized signatory, as may be designated by the Secretary
	>P1M to P10 M	FMS Director	
	>P10M to P25M	ASEC for Support Services	
	>P25M to P100M	USEC for GASSG	
	>P100M	Secretary	
FO	Up to P1M	DC, Finance and Management Division	Cashier
	>P1M to P5M	ARDA	
	>P5M to P100M	RD	
	>P100M	Secretary	

**Q. REQUEST FOR CASH ADVANCE**

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	FMS Director	USEC for GASSG
FO	DC, Finance and Management Division	ARDA

**R. NOTICE OF TRANSFER OF ALLOCATION (NTA)**

	APPROVING AUTHORITY
Up to P1M	FMS ASD Concerned
>P1M to P10M	FMS Director
>P10M to P25M	ASEC for Support Services
>P25M to 100M	USEC for GASSG
>P100M	Secretary

**S. ADVICE OF CHECKS ISSUED AND CANCELLED (ACIC)**

		CERTIFYING AUTHORITY	APPROVING AUTHORITY
CO	Up to P1M	FMS ASD Concerned	Cashier or the duly authorized signatory, as may be designated by the Secretary
	>P1M to P10M	FMS Director	
	>P10M to P25M	ASEC for Support Services	
	>P25M to P100M	USEC for GASSG	
	>P100M	Secretary	
FO	Up to P1M	DC, Finance and Management Division	Cashier
	>P1M to P5M	ARDA	
	>P5M to P100M	RD	
	>P100M	Secretary	

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### III. PROGRAMS, PROJECTS AND ACTIVITIES

#### A. PROPOSAL FOR REGULAR PROGRAM, PROJECT AND ACTIVITY

		APPROVING AUTHORITY		
		<i>as to funding, compliance with the Budget Parameters and inclusion in the WFP</i>	<i>as to purpose</i>	
CO	Up to P100M	DC, Budget Division Regular Programs	HOBS	USEC Concerned
	>P100M		USEC Concerned	Secretary
FO	Up to P50M	Head, Budget Section	DC Concerned	RD
	>P50M to P100M		RD	USEC for SWD
	>P100M			Secretary

#### B. PROPOSAL FOR SPECIAL PROGRAM, PROJECT AND ACTIVITY

		CERTIFYING AUTHORITIES		APPROVING AUTHORITY
		<i>as to funding, compliance with the Budget Parameters and inclusion in the WFP</i>	<i>as to purpose</i>	
CO	NPMOs	DC, Budget Division Special Programs	National Project/Program Manager Concerned	USEC Concerned
	Up to P100M >P100M		USEC Concerned	Secretary
FO	RPMOs	Administrative Officer V (Financial Analyst III)	Deputy Regional Project/Program Manager Concerned	RD
	Up to P100M >P100M		RD	Secretary

#### C. CASH ASSISTANCE PAYROLL

	AMOUNT	CERTIFYING AUTHORITIES	APPROVING AUTHORITY
CO	Up to P100M	Director Concerned	USEC Concerned
	>P100M	USEC Concerned & USEC for GASSG	Secretary
FO	Up to P5M	DC Concerned	ARDO
	>P5M to P100M	ARDO	RD
	>P100M	USEC Concerned & USEC for GASSG	Secretary



## IV. REGULATORY MATTERS

### A. CERTIFICATE OF REGISTRATION, LICENSE TO OPERATE AND CERTIFICATE OF ACCREDITATION OF SOCIAL WELFARE AND DEVELOPMENT AGENCY (SWDA); CERTIFICATE OF ACCREDITATION OF SERVICE PROVIDERS

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	SCMD, Standards Bureau	Standards Bureau Director	USEC Concerned
FO	Standards Section	DC, Policy and Plans Division	RD

### B. ENDORSEMENT OF SWDA FOR REGISTRATION WITH THE SECURITIES AND EXCHANGE COMMISSION (SEC)<sup>51</sup>

	REVIEWING OFFICE	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Standards Bureau	DC, Standards Compliance Monitoring Division	SB Director
FO	Standards Section	DC, Policy and Plans Division	RD

### C. ENDORSEMENT OF SWDA TO THE DEPARTMENT OF FINANCE (DOF) FOR DUTY-FREE ENTRY OF FOREIGN DONATED GOODS<sup>52</sup>

	PROCESSING UNIT	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Standards Bureau, in coordination with FO Concerned	USEC Concerned	Secretary
FO	Standards Section, Policy and Plans Division	Standards Bureau Director & USEC Concerned, upon endorsement of the RD	

### D. AUTHORITY TO CONDUCT FUND-RAISING CAMPAIGNS<sup>53</sup>

		REVIEWING OFFICE	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
National Fund-Raising Campaigns	CO	SCMD, Standards Bureau, upon recommendation of the Standards Section, Policy and Plans Division and endorsement of the RD	USEC Concerned, upon recommendation of the Standards Bureau Director	Secretary
Regional Fund-Raising Campaigns	FO	Standards Section	DC, Policy and Plans Division	RD

<sup>51</sup> Only those SWDAs with amendments to the Articles of Incorporation.

<sup>52</sup> Section 800(m) of Republic Act No. 10863 (the CUSTOMS MODERNIZATION AND TARIFF ACT)

<sup>53</sup> PD 1564 (the PUBLIC SOLICITATION LAW)

**E. CERTIFICATE OF ACCREDITATION OF CIVIL SOCIETY ORGANIZATION (CSO)<sup>54</sup>**

TYPE OF CSO		REVIEWING COMMITTEE	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Implementing CSO	CO	Standards Compliance Monitoring Division	USEC Concerned	Secretary
Beneficiary CSO	FO	Field Office Accreditation Committee (FO-AC) Secretariat	Field Office Accreditation Committee (FO-AC)	RD

**F. HANDLING COMPLAINTS AGAINST ERRING SWDAS<sup>55</sup>**

			REVIEWING AND RECOMMENDING AUTHORITY FOR THE NEEDED DECISION	DECISION-MAKING AUTHORITY
Reported Complaints Against SWDA		FO	FORC	RD
Appealed Cases		CO	CORC	Secretary

<sup>54</sup> General Provisions, General Appropriations Act; COA-DBM-DSWD Joint Resolution Nos. 2014-001 and 2015-001

<sup>55</sup> DSWD Memorandum Circular No. 16, series of 2018

*TAB*

## V. ADMINISTRATIVE PROCEDURES AND CASES <sup>56</sup>

### A. SHOW CAUSE ORDER

	PERSONNEL INVOLVED	ISSUING AUTHORITY
CO	Director and up	Secretary
	DC and below	Director Concerned
FO	RD, ARD	Secretary
	DC	RD
	Below DC	DC Concerned

### B. FORMAL CHARGE

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	ISSUING AUTHORITY
	Third Level <sup>57</sup>		
CO	First or Second Level	Designated Investigating Officer ; Legal Service Lawyer	Secretary
FO	Second Level	FO is not CSC-Accredited	Designated Investigating Officer ; Legal Service Lawyer
		FO is CSC-Accredited	Designated Investigating Officer ; FO Legal Officer
	First Level	Designated Investigating Officer ; FO Legal Officer	RD

### C. DECISION

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	ISSUING AUTHORITY
CO	First or Second Level	Designated Hearing Officer ; Legal Service Director	Secretary
FO	Second Level	FO is not CSC-Accredited	Designated Hearing Officer ; Legal Service Director
		FO is CSC-Accredited	Designated Hearing Officer ; ARDA
	First Level	Designated Hearing Officer ; ARDA	RD <sup>58</sup>

<sup>56</sup> These effectively amend A.O. No. 13, s.2011 (*Rules of Administrative Procedure in the DSWD*)

<sup>57</sup> Administrative cases involving presidential appointees shall be referred to the Office of the President or other appropriate government agency.

<sup>58</sup> Decisions issued by RDs imposing the penalty of Dismissal from the Service shall be subject for confirmation by the Secretary.