



Republic of the Philippines
Department of Social Welfare and Development

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ADMINISTRATIVE ORDER NO. 03

Series of 2016

Subject: **AMENDMENT TO M.C. NO. 13, SERIES OF 2014
(UPDATED MANUAL OF DELEGATION
AND DELINEATION OF AUTHORITY)**

Pursuant to Commission on Audit Circular No. 2015-007 dated October 22, 2015 (Prescribing the Government Accounting Manual [GAM] for Use of All National Government Agencies) setting the new form of the Disbursement Voucher¹, Memorandum Circular (MC) No. 13 (as amended by MC No. 14, series of 2014, Administrative Order No. 14, series of 2015, and Administrative Order No. 2, series of 2016) on the Delegation and Delineation of Authority is hereby amended as follows:

Item II-I-1. (Administrative and Financial Matters – Disbursement Vouchers – Box A) to read thus:

1. Box A - certification by the responsible officer having direct supervision and knowledge of the facts of the transaction:

DESCRIPTION	CERTIFYING OFFICER	
	CO	FO
Payment of salaries and wages, allowances, compensation and other personnel services, including payment of overtime services, cost of services of MOA workers and mandatory remittances, regardless of amount	Chief, Personnel Administration Division/Unit	Head, Personnel Administration Unit
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	Chief, General Services Division/Unit	Head, General Services Unit
Other financial claims	Head of OBS concerned	Head of Office/ Division concerned

This amendment shall take effect starting February 9, 2016.

16th of February 2016, Quezon City, Philippines.


CORAZON JULIANO-SOLIMAN
Secretary

¹ Specifically Box A of Appendix 32, Volume II (Accounting Books, Registers, Records, Forms and Reports) of the GAM