

ADMINISTRATIVE ORDER  
NO. 08  
Series of 2018

**Subject: DELEGATION AND DELINEATION OF AUTHORITY**

In the interest of service and in order to expedite the processing of documents pertaining to administrative, human resource, financial and internal auditing matters, particularly in light of DSWD Administrative Order No. 1, series of 2018, entitled *Functional Structure of the DSWD Field Offices*, and AO No. 2, s.2018, entitled *Strengthening the DSWD Central Office*, the attached **2018 MANUAL OF DELEGATION AND DELINEATION OF AUTHORITY IN THE DSWD** (the “Manual”) is hereby prescribed.

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.

The Manual shall take effect immediately.

6 April 2018, Quezon City, Philippines.



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## **2018 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.

## 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.

NOTE: For the OSG, the “USEC Concerned” shall mean the ASEC for OSG when pertaining to the OSEC proper and offices directly under the Office of the ASEC for OSG, or the specific USEC under the OSG.

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. Where an official would otherwise be both [i] the Requesting Party or the Recommending Authority or 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).

## ACRONYMS AND ABBREVIATIONS

ABD	Assistant Bureau Director
ARD	Assistant Regional Director
ARDA	Assistant Regional Director for Administration
AS	Administrative Service
ASD	Assistant Service Director
ASEC	Assistant Secretary
BAC	Bids and Awards Committee
CO	Central Office
COS/MOA	Contract of Service or Memorandum of Agreement
CSC	Civil Service Commission
DC	Division Chief
FAP	Foreign-Assisted Project
FMS	Financial Management Service
FO	Field Office
GAA	General Appropriations Act
GASSG	General Administrative and Support Services Group
HOBS	Head of Office, Bureau or Service
HRDD	Human Resource Development Division
HRDS	Human Resource Development Service
HRMPSB	Human Resource Merit Promotion and Selection Board
OBSU	Office, Bureau, Service or Unit
OIC	Officer-in-Charge
OSEC	Office of the Secretary
OSG	Office of the Secretary Group
PAD	Personnel Administration Division
PDAC	Property Disposal and Awards Committee
PDC	Personnel Development Committee
PMS	Procurement Management Service
PPG	Policy and Plans Group
PSB	Personnel Selection Board
RD	Regional Director
USEC	Undersecretary

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# I. PERSONNEL MATTERS

## A. ORIGINAL, INITIAL, RENEWAL, SUBSTITUTE AND PROMOTIONAL 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)

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
CO	Social Welfare Attaché <sup>2</sup>	EXECOM	Secretary	
	DC	CO-HRMPSB	Secretary	
	Below DC	CO-HRMPSB	USEC Concerned	
FO <sup>3</sup>	DC	FO-HRMPSB & ASEC for OSG	Secretary	
	Below DC	FO-HRMPSB	FO is CSC-accredited	RD
			FO is not CSC-accredited	ASEC for OSG

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

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
CO	Initial appointments	CO-PSB	USEC Concerned	
	Renewals	HOBS		
FO	Initial appointments	FO-HRMPSB	FO is CSC-accredited	RD
			FO is not CSC-accredited	ASEC for OSG
	Renewals	ARD   DC Concerned	RD	

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

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY		
CO		HOBS/Official Concerned	Secretary		
FO		HOBS/Official Concerned	FO is CSC-accredited	DC	Secretary
				Below DC	RD
			FO is not CSC-accredited	DC	Secretary
				Below DC	ASEC for OSG

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

<sup>2</sup> 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.

**B. COS/MOA WORKERS AND TECHNICAL SPECIALISTS <sup>4</sup>**

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

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

**2. Filling up of COS/MOA (Technical and Non-Technical) Position <sup>5</sup>**

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

**3. Technical Specialists**

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	OBSUs	HOBBS	USEC Concerned
	FAPs	Project/Program Manager	National Project/Program Director   Deputy Project/Program Director Concerned
FO	Units	DC Concerned	RD
	FAPs	Regional Project/Program Manager	

<sup>4</sup> Subject to existing rules and guidelines on the selection and hiring of COS/MOA Workers and Technical Specialists.

<sup>5</sup> The creation of COS and MOA positions is subject to the approval of the Secretary upon the recommendation of the USEC Concerned with an attached Certificate of Availability of Funds from FMS. Review of documents and terms of reference by the HRDS may still be part of the process, if deemed necessary. All requests for the filing up previously-approved COS/MOA positions are subject to the approval of the USEC for GASSG, 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 contracts shall be signed by the respective USEC Concerned, upon the recommendation of the HOBBS. Prior to approval of the approving authority, all contracts shall be reviewed by the HRDS in the CO or by the HRDD in the FO. In all cases, OBSUs should ensure the availability of funds prior to the hiring of COS/MOA Workers.



**C. DESIGNATION OF OFFICIALS AND EMPLOYEES <sup>6</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC, ASEC		Secretary
	Director, DC	USEC Concerned	
	Below DC	ASEC Concerned	USEC Concerned
FO	RD, ARD, DC	ASEC for OSG, after consulting EXECOM	Secretary
	Below DC	DC Concerned	RD

**D. DETAIL OR REASSIGNMENT OF OFFICIALS AND EMPLOYEES <sup>7</sup>**

**1. Detail**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Director, DC	USEC Concerned	Secretary
	Below DC	ASEC Concerned	USEC Concerned
FO	RD, ARD, DC	ASEC for OSG, after consulting EXECOM	Secretary
	Below DC	ARD Concerned	RD

**2. Secondment**

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO/FO	USEC Concerned	Secretary

**3. Reassignment <sup>8</sup>**

MOVEMENT INVOLVED		RECOMMENDING AUTHORITY <sup>9</sup>	APPROVING AUTHORITY
Within a Cluster	OSG	ASEC for OSG	Secretary
	Other Clusters	ASEC Concerned	USEC Concerned
Between Clusters		USECs Concerned	Secretary
FO to CO and CO to FO		USEC Concerned & RD Concerned	Secretary
FO to another FO		RDs Concerned & ASEC for OSG	Secretary
Within FO	ARD, DC	RD	Secretary
	Below DC	ARD Concerned	RD

<sup>6</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. However, to ensure that the Special Order is in accordance with existing policies and the prescribed template, it must be reviewed by the HRDS in the CO or by the HRDD 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>7</sup> The transfer, detail 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>8</sup> Special Orders regarding movement of officials and employees may be drafted by OBSUs Concerned. However, to ensure that the Special Order is in accordance with existing policies and the approved template, it must pass through the HRDS in the CO or the HRDD in the FO. Upon approval by the authorized official, for record purposes, copies of the Special Order shall be given to the HRDS in the CO or the HRDD in the FO.

<sup>9</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>10</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Director and up	USEC Concerned	Secretary
	DC and below	ASEC Concerned	
FO	ARD, RD, OIC	ASEC for OSG	Secretary
	DC and below	ARD Concerned	RD

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

**1. Leave (including Terminal Leave) <sup>11</sup>**

	PERSONNEL INVOLVED		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC			Secretary
	ASEC, Director (or OIC), Social Welfare Attaché <sup>12</sup>		USEC Concerned	Secretary
	ABD and ASD		HOBS	USEC Concerned
	DC and below	Up to 30 days leave and terminal and maternity leave	HOBS	HRDS Director
		More than 30 days leave except terminal and maternity leave <sup>13</sup>	ASEC Concerned	USEC Concerned
FO	RD, ARD, OIC		ASEC for OSG	Secretary
	DC, Section Head	Up to 30 days leave and terminal leave and maternity leave	ARD Concerned	RD
		More than 30 days leave except terminal leave and maternity leave <sup>12</sup>	RD	ASEC for OSG
	Below Section Head	Up to 30 days leave and terminal leave and maternity leave	DC Concerned	ARDA
		More than 30 days leave except terminal leave and maternity leave	ARD Concerned	RD

<sup>10</sup> Requests for permission to teach, exercise private practice of profession or engage in business outside of office hours shall require approval and shall be subject to relevant CSC rules such as Memorandum Circular No. 32, s.1993, DSWD internal guidelines and other relevant issuances.

<sup>11</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 thirty (30) days or more, 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>12</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>13</sup> Application for rehabilitation leave shall be submitted with cover Memorandum for the Secretary for consideration or approval.

## 2. 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

## 3. Paid Absence Privilege for COS/MOA Workers

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

## 4. Monetization of Leave Credits <sup>14</sup>

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	CO Committee on Monetization	USEC for GASSG
FO	FO Committees on Monetization	RD <sup>15</sup>

## G. DAILY TIME RECORD

	PERSONNEL INVOLVED	APPROVING AUTHORITY
CO	DC	HOBS
	Below DC	DC Concerned
FO	DC	RD
	Below DC	DC Concerned

## H. REQUEST FOR AUTHORITY, OR FOR CONFIRMATION OF AUTHORITY, TO RENDER OVERTIME <sup>16</sup>

	PERSONNEL INVOLVED	REQUESTING PARTY	APPROVING AUTHORITY
CO	Director and up	ASEC Concerned	USEC Concerned
	DC and below	DC Concerned	HOBS
FO	RD, ARD, OIC	ASEC for OSG	Secretary
	DC and below	ARD Concerned	RD

<sup>14</sup> Monetized leave credits shall be charged against savings and shall be subject to availability of funds.

<sup>15</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]

<sup>16</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.2004 as amended by Joint Circular No. 2-A, s.2005, and DSWD Memorandum dated 27 April 2006. In view of budget constraints, the aggregate total of overtime services an employee may be authorized per month shall not exceed 50% of that employee's monthly basic salary. Unless exigency of the service demands otherwise, such requests must be appropriately justified by the Supervisor Concerned (at least Director level) and in accordance with existing guidelines.

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

	PERSONNEL INVOLVED		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Director and up		USEC Concerned, upon endorsement of HRDS	Secretary
	DC and below	Due to scholarships and trainings approved by CO PDC or the Department	HRDS Director	USEC for GASSG
		Due to special circumstances other than the above <sup>17</sup>	USEC Concerned	Secretary
FO	RD, ARD		ASEC for OSG	Secretary
	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. SCHOLARSHIP, TRAINING, SHORT COURSE**

**1. Foreign Scholarship, Training, Short Course**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO/FO	All personnel	CO PDC	Secretary

**2. Scholarship sponsored by DSWD or Other Local Institution**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	DC and up	CO PDC & USEC Concerned	Secretary
	Below DC		
FO	DC and up	CO PDC & RD & ASEC for OSG	
	Below DC		

**3. Local Non-Academic Specialized Training and Other Short Term Course conducted by National Government Office, Professional Organization or Private Institution<sup>18</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC, ASEC		Secretary
	Director, OIC	USEC Concerned	Secretary
	DC and below	HOBS & HRDS Director	USEC Concerned
FO	RD, ARD, OIC	ASEC for OSG	Secretary
	DC and below	ARD Concerned	RD

<sup>17</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>18</sup> Personnel who attend seminars, trainings or workshops must submit, within one week from their return, a written report to their supervisors, copy furnished the HRDS and the Social Welfare Institutional Development Bureau (SWIDB).

**K. DOMESTIC TRAVEL (TRAVEL ORDER), INCLUDING TRAVEL ITINERARY AND CERTIFICATE OF TRAVEL COMPLETED <sup>19</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		Secretary   USEC Concerned
FO	Outside Region	RD	Secretary   HEA, if specially authorized	
		ARD		
		DC and below	ARD Concerned	RD
	Within Region	ARD	RD	
		DC		
		Below DC	Special Projects	Regional Program Coordinator Concerned
	Others	DC Concerned		

**L. FOREIGN TRAVEL**

**1. Official Travel, including Travel Itinerary and Certificate of Travel Completed <sup>20</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC, ASEC		Secretary
	Director, DC	USEC Concerned	
	Below DC	USEC Concerned ; ASEC Concerned	
	Inter-cluster group, team or committee	Head of group, team or committee	
FO	RD, ARD, DC	ASEC for OSG	
	Below DC	RD	

<sup>19</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 official who recommended the Travel Order.

<sup>20</sup> Notes:

1. 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.
2. Travel which would entail government expense shall be limited to those which are very urgent and extremely necessary.
3. Travel expense shall be computed in accordance with the provisions of E.O. No. 298, series of 2004.
4. These rules shall also apply to equivalent MOA positions.

**2. Personal Travel (Application for Travel Authority in the form of a letter to the Department of Foreign Affairs) <sup>21</sup>**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC, ASEC		Secretary
	Director	USEC Concerned	
	DC and below	ASEC Concerned	Secretary   HEA, if specially authorized
	NPMO Staff of FAPs	Project Manager	
FO	RD, ARD	ASEC for OSG	
	DC and below	RD	

**3. Travel Incentive for Retiring Employees <sup>22</sup>**

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

**M. NOTICE OF SALARY ADJUSTMENT/INCREMENT (NOSA/NOSI) <sup>23</sup>**

	ISSUING AUTHORITY	
CO	HRDS Director   DC, PAD	
FO	RD, ARD	HRDS Director
	DC and below	ARDA   DC, HRDD

**N. TEMPORARY OR EMERGENCY SUSPENSION OF WORK**

	SCOPE	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
	Department-wide	USEC for GASSG	Secretary
	CO only	HRDS Director	USEC for GASSG
	FO only <sup>24</sup>	DC, HRDD	RD

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

	CERTIFYING AUTHORITY	APPROVING AUTHORITY
CO	DC, PAD	HRDS Director
FO	DC, HRDD	RD   ARDA

<sup>21</sup> Notes:

- 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.
- The request for authority to travel abroad on personal business should be supported with duly approved application for leave and clearance certificate.

<sup>22</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 Department Order No. 39, series of 1994.

<sup>23</sup> NOSA/NOSI shall be automatically issued to employees concerned for their information.

<sup>24</sup> Temporary or emergency suspension of work at the FO must be reported to the OSEC immediately.

**P. APPLICATION FOR RETIREMENT, RESIGNATION**

	PERSONNEL INVOLVED	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC, ASEC, Director, DC	USEC Concerned	Secretary
	Below DC	HOBS	USEC Concerned
FO	RD, ARD	ASEC for OSG	Secretary
	DC and below	ARD Concerned	RD

**Q. CLEARANCE**

	PERSONNEL INVOLVED	APPROVING AUTHORITY
CO	All personnel	USEC for GASGG
FO	All personnel	RD <sup>25</sup>

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<sup>25</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
RPCPPE, Report on the Physical Count of Inventories (RPCI) <sup>26</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	CO PDAC	Secretary
	FO	FO PDAC	Secretary
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
Property Transfer Report (for the physical transfer of properties within OBSU [intra-office transfer])	CO & FO		HOBS
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>26</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>27</sup>

	TYPE OF REQUEST	REQUESTING PARTY		CERTIFYING AUTHORITY	APPROVING AUTHORITY	
CO	All regular requests of Common-use Supplies and Equipment for stockpile	Up to P10M	DC, Contract Monitoring Division	DC, Accounting Division Concerned	Up to P10M	PMS Director
		>P10M	PMS Director		>P10M to P25M	ASEC for Finance and Legal
					>P25M to P100M	USEC for GASSG
	All other requests	Up to P25M	HOBS		Up to P25M	ASEC Concerned
		>P25M	PMS Director		>P25M to P100M	USEC Concerned
					>P100M	Secretary
					Up to P100M	RD
FO	All requests	DC   Center Head Concerned	Head, Accounting Section	>P100M	Secretary	

**C. REQUISITION FOR ISSUANCE FROM STOCK (RIS)**

	REQUESTING PARTY	APPROVING AUTHORITY
CO	HOBS	Director, Procurement Management Service
FO	DC   Center Head	DC, Administrative Division

**D. REQUEST FOR PROCUREMENT OF GOODS, CIVIL WORKS AND CONSULTING SERVICES**

	SOURCE OF REQUEST	REQUESTING PARTY		CERTIFYING AUTHORITIES		APPROVING AUTHORITY	
				<i>as to fund source and conformity to WFP</i>	<i>as to conformity to APP</i>		
CO	OBSUs	Up to P10M	DC   Unit Head Concerned	DC, Budget Division for Regular Programs	DC, Procurement Planning and Management Division	Up to P10M	Director Concerned
		>P10M	Director Concerned			>P10M to P25M	ASEC Concerned
						>P25M to P100M	USEC Concerned
						>P100M	Secretary
	Offices of Directors and up	Official Concerned		DC, Budget Division for Regular Programs	DC, Procurement Planning and Management Division	Up to P25M	ASEC Concerned
						>P25M to P100M	USEC Concerned
						>P100M	Secretary
FAPs	Project/Program Manager		DC, Budget Division for Special Projects	DC, Procurement Planning and Management Division	Deputy Project/Program Director for Operations		

<sup>27</sup> For transactions with the Department of Budget and Management – Procurement Service (DBM-PS)

	SOURCE OF REQUEST	REQUESTING PARTY	CERTIFYING AUTHORITIES		APPROVING AUTHORITY	
			as to fund source and conformity to WFP	as to conformity to APP		
FO	All, including Centers and Institutions	DC   Center Head Concerned	DC, Financial Management Division	DC, Administrative Division	Up to P10M	ARD Concerned
					>P10M to P100M	RD
					>P100M	Secretary   RD, if specifically authorized

**E. BAC RECOMMENDATION FOR PROCUREMENT OF GOODS, CIVIL WORKS AND CONSULTING SERVICES**

		APPROVING AUTHORITY
CO	Up to P1M	ASEC for Finance and Legal
	>P1M to P100M	USEC for GASSG
	>P100M	Secretary
FO	Up to P1M	ARDA
	>P1M to P100M	RD
	>P100M	Secretary   RD, if specifically authorized

**F. PURCHASE ORDER, PROCUREMENT CONTRACT <sup>28</sup>**

	CERTIFYING AUTHORITY <sup>29</sup>	AUTHORIZED SIGNATORY	
CO	DC, Accounting Division Concerned	Up to P10M	HOBS
		>P10M to P25M	ASEC Concerned
		>P25M to P100M	USEC Concerned
		>P100M	Secretary
FO	Head, Accounting Section	Up to P10M	ARD Concerned
		>P10M to P100M	RD
		>P100M	Secretary   RD, if specifically authorized

<sup>28</sup> Notes:

- Any Purchase Order or Contract must be duly supported by approved Purchase Request and Pre-Inspection Report, if applicable, with funds appropriately earmarked for the purpose by the Budget Division Concerned for the CO, or the Budget Section Head for the FO, 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 the Legal Officer/Retainer Lawyer and Financial Management Division in the FO.
- For contracts of COS/MOA Workers, refer to the appropriate section above.
- 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>29</sup> The Certification of Availability of Funds should be signed before the Authorized Signatory signs the Purchase Order or Procurement Contract.

**G. NOTICE OF AWARD, NOTICE TO PROCEED FOR PROCUREMENT OF GOODS, CIVIL WORKS AND CONSULTING SERVICES**

AUTHORIZED SIGNATORY		
CO	Up to P10M	HOBBS
	>P10M to P25M	ASEC Concerned
	>P25M to P100M	USEC Concerned
	>P100M	Secretary
FO	Up to P10M	ARD Concerned
	>P10M to P100M	RD
	>P100M	Secretary   RD, if specifically authorized

**H. INSPECTION AND FINAL ACCEPTANCE OF DELIVERY <sup>30</sup>**

	REQUESTING AUTHORITY	INSPECTION	ACCEPTANCE
CO	DC, Contract Monitoring Division	Chair, Inspection Committee	Authorized Signatory for Purchase Order, Procurement Contract
FO	Head, Procurement Section	Chair, Inspection Committee	

**I. CONTRACT NOT INVOLVING PROCUREMENT <sup>31</sup>**

	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	HOBBS	Up to P100M	USEC Concerned
				>P100M	Secretary
	Transfer of funds to NGAs, LGUs, NGOs and POs <sup>32</sup>		USEC Concerned	Up to P100M	USEC for GASSG
			>P100M	Secretary	
FO	All contracts	Head, Accounting Section, if applicable	DC Concerned	Up to P100M	RD
				>P100M	Secretary

<sup>30</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.
- If the inspection complies with the specifications appearing on the Purchase Order, the DC, General Services Division or Supply Officer or Property Custodian shall execute a Certificate of Acceptance.

<sup>31</sup> Notes:

- All MOAs and Contracts shall be reviewed by the LS and FMS in the CO, or by the Legal Officer/Retainer Lawyer and Financial Management Division in the FO.
- No non-procurement contract shall be entered into unless supported by a previously approved Project Proposal or Terms of Reference.

<sup>32</sup> NGA – National Government Agency ; LGU – Local Government Unit ; NGO – Non-Government Organization ; PO – People’s Organization

**J. OBLIGATION REQUEST AND STATUS (ORS),  
BUDGET UTILIZATION REQUEST AND STATUS (BURS) <sup>33</sup>**

BOX A		BOX B	
CO	HOBS	Special Projects/Programs	DC, Budget Division for Special Projects
		All others	DC, Budget Division for Regular Programs
FO	DC Concerned	Head, Budget Section	

**K. SUB-ALLOTMENT RELEASE ORDER (SUB-ARO)<sup>34</sup>**

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

**L. 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	DC   Section Concerned
Other financial claims	HOBS	DC   Section   Center Head Concerned

<sup>33</sup> The Head of the Requesting OBSU shall sign Box A of the OBR or BUR to certify that the expense is necessary, lawful and incurred under his/her direct supervision, and that supporting documents are valid, proper and legal. The DC, Budget Division Concerned in the CO, or the Head of the Budget Section in the FO, shall sign Box B to certify availability of allotment and that the expense subject for payment was obligated.

<sup>34</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.

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 except personnel services	DC, Accounting Division for Special Projects
	Payment of regular or fixed expenditures such as power, water, telephone, rental, janitorial, security, communication, gasoline and lubricant expenses, regardless of amount	Assistant Chief Accountant, Accounting Division for Regular Programs
	Cash advances and reimbursements by disbursing officers, officials, and employees, up to P100,000.00 only	
	Payment of cost of services for COS/MOA Workers	
	Payment of financial assistance under Crisis Intervention Program	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
	Payment of catering services	
	Remittances of all deductions from salaries and wages and cost of services	
	Payment of air transportation	
	Payment of salaries and wages, allowances, compensation and other personnel services including payment of overtime services, regardless of the amount	
	Fund transfers to Field Offices and Barangay/Community accounts by way of check or Notice of Transfer of Allocation (NTA), up to P100,000.00 only	DC, Accounting Division for Regular Programs
All other DVs		
FO	>P500,000	Head, Accounting Section
	Up to P500,000	The Next-in-Rank to the Head, Accounting Section, who is a CPA with a position of at least Administrative Officer level, as may be designated by RD ; Head, Accounting Section

**3. Box D – Approval of DV**

DESCRIPTION		APPROVING AUTHORITY <sup>35</sup>	
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	HRDS 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	ARDA	
	Others	Up to P1M	DC Concerned
		>P1M to P10M	ARD Concerned
		>P10M to P100M	RD
		>P100M	Secretary   RD, if specifically authorized

**M. MODIFICATION OF FUNDS <sup>36</sup>**

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

**N. REALLOCATION OF FUNDS (FO ONLY) <sup>37</sup>**

	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Up to P500,000	DC, Budget Division Concerned	FMS ASD Concerned
>P500,000 to P1M	FMS ASD Concerned	FMS Director
>P1M to P25M	FMS Director	ASEC for Finance and Legal
>P25M	ASEC for Finance and Legal	USEC for GASSG

<sup>35</sup> If the Secretary, the USEC for GASSG and the ASEC for GASSG would all be unavailable, an Officer of the Day shall be designated who shall have the authority to approve DVs and SAROs for more than P1M up to P50M.

<sup>36</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>37</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.

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

	AMOUNT	COUNTERSIGNING AUTHORITY	SIGNING AUTHORITY
CO	Up to P500,000	FMS ASD Concerned	Cashier
	>P500,000 to P1M	FMS Director	
	>P1M to P25M	ASEC for Finance and Legal	
	>P25M to P100M	USEC for GASSG	
	>P100M	Secretary	
FO	Up to P1M	DC, Financial Management Division	Cashier
	>P1M to P10M	ARDA	
	>P10M to P100M	RD	
	>P100M	Secretary   RD, if specifically authorized	

**P. REQUEST FOR CASH ADVANCE**

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

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

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

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

		CERTIFYING AUTHORITY	APPROVING AUTHORITY
CO	Up to P25M	DC, Cash Division	FMS Director
	>P25M to P50M		ASEC for Finance and Legal
	>P50M to P100M		USEC for GASSG
	>P100M		Secretary
FO	Up to P1M	Head, Cash Section	DC, Financial Management Division
	>P1M to P10M		ARDA
	>P10M		RD

### III. PROGRAMS, PROJECTS AND ACTIVITIES

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

		CERTIFYING AUTHORITIES		APPROVING AUTHORITY
		<i>as to funding</i>	<i>as to purpose</i>	
CO	Up to P100M	FMS Director	HOBBS	USEC Concerned
	>P100M	USEC for GASSG	USEC Concerned	Secretary
FO	Up to P100M	DC, Financial Management Division	DC Concerned	RD
	>P100M	ARDA	RD	Secretary

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

		CERTIFYING AUTHORITIES		APPROVING AUTHORITY	
		<i>as to funding</i>	<i>as to purpose</i>		
CO	NPMOs	Up to P100M	ASD for Special Projects	National Project/Program Manager Concerned	Deputy Project/Program Director for Operations Concerned
		>P100M	Deputy Project/Program Director for Finance	Deputy Project/Program Director for Operations Concerned	National Project/Program Director Concerned
	Other OBSUs	Up to P100M	ASD for Regular Programs	HOBBS	USEC Concerned
		>P100M	FMS Director	USEC Concerned	Secretary
FO	RPMOs	DC, Financial Management Division	Deputy Regional Project/Program Manager Concerned	Regional Project/Program Manager Concerned	
	Other Units		ARD Concerned	RD	



## IV. REGULATORY MATTERS

### A. ENDORSEMENT OF SWDA FOR REGISTRATION WITH THE SECURITIES AND EXCHANGE COMMISSION (SEC)

	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

### B. 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	Standards Bureau	Standards Bureau Director	USEC for PPG
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

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

### D. AUTHORITY TO CONDUCT FUND-RAISING CAMPAIGNS

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

### E. CERTIFICATE OF ACCREDITATION OF CIVIL SOCIETY ORGANIZATION (CSO)

TYPE OF CSO		REVIEWING OFFICE	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Implementing CSO	CO	CO CSO Accreditation Committee Secretariat	CO CSO Accreditation Committee	Secretary
Beneficiary CSO	FO	FO CSO Accreditation Committee Secretariat	FO CSO Accreditation Committee	RD

## V. ADMINISTRATIVE PROCEDURES AND CASES <sup>38</sup>

### A. SHOW CAUSE ORDER

	PERSONNEL INVOLVED	ISSUING AUTHORITY
CO	Director and up	Secretary
	DC and below	Any Superior Concerned (in accordance with the Management Structure) of at least DC level
FO	RD, ARD	Secretary
	DC	RD
	Below DC	Any Superior Concerned (in accordance with the Management Structure) of at least DC level

### B. FORMAL CHARGE

	PERSONNEL INVOLVED		RECOMMENDING AUTHORITY	ISSUING AUTHORITY
	Third Level		Secretary	President <sup>39</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	Secretary
		FO is CSC-Accredited	Designated Investigating Officer ; FO Legal Officer	RD
	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	Secretary
		FO is CSC-Accredited	Designated Hearing Officer ; ARDA	RD <sup>40</sup>
	First Level		Designated Hearing Officer ; ARDA	RD

<sup>38</sup> These effectively amend A.O. No. 13, s.2011 (*Rules of Administrative Procedure in the DSWD*)

<sup>39</sup> Administrative cases involving presidential appointees shall be referred to the Office of the President or other appropriate government agency.

<sup>40</sup> Decisions issued by RDs imposing the penalty of Dismissal from the Service shall be subject to approval by the Secretary.