

**ADMINISTRATIVE ORDER**
 No. 12  
 Series of 2023

**SUBJECT: AMENDMENT TO ADMINISTRATIVE ORDER (AO) NO. 16, SERIES OF 2019 OR THE MANUAL OF DELEGATION AND DELINEATION OF AUTHORITY IN THE DSWD**

In the interest of service and in order to expedite the processing of documents as well to ensure consistency in the rules to be followed by the **Offices/Bureaus/Services/Units (OBSUs) under the Office of the Secretary Group (OSG) and Field Offices (FOs)** pertaining to the **SIGNATORIES for personnel, administrative, procurement, financial matters, and Programs, Projects and Activities**, provisions of Administrative Order No. 16, series of 2019 indicated below are hereby amended to be read as follows:

**CENTRAL OFFICE**

- **Personnel Matters**, specifically the following: (1) F. Application for Leave including terminal leave, (2) G. Daily Time Record/Locator Slip, (3) L. Domestic Travel Order including itinerary and certificate of travel completed:

OBSUs	Personnel Involved	Recommending Authority	Approving Authority
<ul style="list-style-type: none"> <li>• Innovations</li> <li>• Inclusive-Sustainable Peace and Special Concerns (ISPSC)</li> <li>• Pantawid Pamilyang Pilipino Program and National Household Targeting Office (4Ps and NHTO)</li> <li>• Strategic Communications (SC)</li> <li>• Community Engagement (CE)</li> <li>• Chief Information Office (CIO)</li> <li>• Centers and Residential Care Facilities (CRCF)</li> <li>• Partnerships Building and Resource Mobilization (PBRM)</li> <li>• Office of the Secretary (OSEC) Concerns</li> </ul>	Undersecretary (USEC)	-	Secretary
	Assistant Secretary (ASEC)	USEC Concerned	Authorized Signatory by the Secretary
	ASEC for SC, CE, CIO, CRCF, PBRM, and OSEC Concerns	-	
	Director	ASEC Concerned	USEC Concerned
	Division Chief (DC)	Head of Bureau/Service (HOBS)	ASEC Concerned
	Below DC	DC Concerned	HOBS

OBSUs	Personnel Involved	Recommending Authority	Approving Authority
• Information and Communication Technology Management Service	Director	ASEC/CIO	Secretary
	Division Chief (DC)	Head of Bureau/Service (HOBS)	ASEC/CIO
	Below DC	DC Concerned	HOBS
• Internal Audit Service	Director	-	Secretary
	Division Chief (DC)	Head of Bureau/Service (HOBS)	ASEC for Community Engagement (ACE)
	Below DC	DC Concerned	HOBS
• Office of the Secretary (OSEC) Proper	Head Executive Assistant (HEA)	-	Secretary
	DC and Below	-	HEA

- **Administrative and Financial Matters**, specifically but not limited to (1) B. Agency Procurement - All other requests:

M. Disbursement Voucher, No. 1 – Box A and No. 3 – Box D

OBSUs	Requesting	Approving Authority	
• EXECOM	USEC	-	Secretary
	ASEC	-	USEC
• Office of the Secretary (OSEC) Proper	DC or its equivalent	Up to P50M	HEA
	HEA	Up to P100M	ASEC for Community Engagement (ACE)
	ACE	More than P100M	Secretary
• Other OBSUs under OSG	Director or Project Manager	Up to P50M	ASEC Concerned
		Up to P100M	USEC Concerned
		More than P100M	Secretary

**FIELD OFFICE**

- **Personnel Matters**, specifically the following: (1) F. Application for Leave including terminal leave, (2) G. Daily Time Record/Locator Slip, (3) L. Domestic Travel Order including itinerary and certificate of travel completed, and **Administrative, Financial, and Procurement Matters**, specifically (1) B. Agency Procurement – All requests, (2) E. Request for Procurement of Goods, Civil Works and Consulting Services, (3) F. AOQ/BAC Recommendation for Procurement of Goods, Civil Works and Consulting Services, (4) G. Purchase Order, Procurement Contract, (5) H. Notice of Award, Notice to Proceed for Procurement of Goods, Civil Works and Consulting Services, and (6) J. Contracts not Involving Procurement, to wit:

Personnel Involved	Recommending Authority	Approving Authority
Regional Director (RD)	USEC for GASSG	Secretary or Authorized Signatory
Assistant Regional Director (ARD)	-	RD
DC	ARD Concerned	RD
Below DC	DC Concerned	ARD Concerned

Letters – B, E, F, G, H, and J

Requesting	Approving Authority	
DC or Center Head Concerned	Up to P50M	RD
	> P50M to P100M	ASEC for Community Engagement (ACE)
	> P100M	Secretary

M. Disbursement Voucher, No. 3 – Box D, Others

Description	Approving Authority	
Others	Up to P1M	DC Concerned
	P1M to P5M	ARD Concerned
	> P5M to P50M	RD
	> P50M to P100M	ASEC for Community Engagement (ACE)
	More than P100M	Secretary



- **Programs, Projects and Activities**


A. Proposal for Regular Program, Projects and Activities:

Description	Approving Authority as to Purpose	Approving Authority
Up to P25M	DC Concerned	RD
> P50M to P100M	RD	USEC for GASSG
> P100M		Secretary

All other provisions of AO No. 16, series of 2019 shall remain the same except the above-mentioned changes.

Let copies of this Order be issued to all OBSUs in the Central Office and Field Offices for information and guidance.

Issued at the DSWD Central Office in Quezon City, Manila.

  
**REX GATCHALIAN**  
 Secretary  
 Date: SEP 28 2023

**Certified True Copy**

  
**MONETTE B. CADIANG**  
 Chief, Prop., Supply & Asset. Mgt. Division

29 SEP 2023