



MEMORANDUM CIRCULAR

No. 10
Series of 2005

**SUBJECT: DELEGATION OF AUTHORITY IN THE NATIONAL COUNCIL
FOR THE WELFARE OF DISABLED PERSONS (NCWDP)**

A. PREFATORY STATEMENT:

Pursuant to Section 7, Chapter 2, Book IV of Executive Order No. 292 (Revised Administrative Code of the Philippines), the Department Secretary is empowered, among others to:

- a) Establish the policies and standards for the operation of the Department and attached agencies pursuant to the approved programs of government;
- b) Promulgate rules and regulations necessary to carry out the Department's and attached agencies' objectives, policies, functions, plans, programs and projects; and
- c) Promulgate administrative issuances necessary for the efficient administration of the Department and its attached agencies and for proper execution of laws relative thereto.

To rationalize the preparation of different administrative issuances and to provide uniform policies and procedures for effective coordination and dissemination of the same, the following delegation of authority shall be observed.

B. DELEGATED AUTHORITY

The following administrative authorities delegated to the Executive Director and the Deputy Executive Director of the **NATIONAL COUNCIL FOR THE WELFARE OF DISABLED PERSONS (NCWDP)** under Department Order No. 019 Series of 1993 are hereby restated with amendments as follow:

TO THE EXECUTIVE DIRECTOR

1. Implement laws, policies, rules and regulations within the responsibility of the Council;
2. Exercise the management functions of planning, organizing, directing and controlling;
3. Exercise appointing authority to positions with salary grade 24 or Division Chief and below in accordance with the agency Merit Promotion Plan and Civil Service rules and regulations;
4. Exercise disciplinary action over all Council/office employees, except Presidential Appointees, for the commission of less grave and light offenses, in accordance with the Civil Service Rules and Procedure in the conduct of Administrative Investigation.

For grave offenses, the Executive Director, through the Anti-Graft and Corruption Committee (AG-AC), shall conduct a fact-finding or preliminary investigation and submit his/her findings and recommendations to the Chairman of the NCWDP for final disposition of the case.

5. Approve/accept resignation and permission to transfer of all regular/casual employees with Salary Grade 24 (Division Chief) and below with the Council;
6. Issue travel orders authorizing Council personnel to travel on official business within the country for a period not exceeding thirty (30) days, including the use of government/Council/office vehicle, provided such travel is in connection with the implementation of the approved work and financial plan of the Council in emergency situations, or when time is of essence, or when it is more economical, efficient and convenient;
7. Approve and submits budget proposals of the Council to the DSWD-Central Office and Department of Budget and Management (DBM), administer the budget of the Council, authorize disbursement of funds pursuant to approved financial and work programs, and administer the budget machinery in the Council;
8. Approve attendance of personnel in conferences, seminar, conventions, non-degree training programs and other similar activities within the country;

9. Approve applications for sick, vacation and maternity leave of absence of Council personnel with or without pay, for a period not exceeding one year except that of the Executive Director and the Deputy Executive Director which shall be approved by the Chairman of the Council or her duly authorized representative;
10. Authority to sign transactions regardless of the amount provided that the same is within the approved work and financial plan of the Council;
11. Negotiate and enter into contract for service or furnishing of supplies, materials and equipment for the Council involving an amount not exceeding Six Hundred Thousand Pesos (P600,000.00) in Philippine Currency per transaction, provided that authority in excess of this amount may be further authorized by the Chairman of the Council or her duly authorized representative;
12. Approve all claims for payment in the amount not exceeding Six Hundred Thousand Pesos (P600,000.00) pursuant to the approved Council work and financial plan;
13. Approve purchase of request (PR), letter order for supplies, materials and equipment, as well as books, periodicals and other items for the Council in the amount not exceeding Six Hundred Thousand Pesos (P600,00.00) in Philippine Currency per transaction in accordance with the approved supply procurement program;
14. Approve claims for benefits under existing laws;
15. Approve requests for overtime services of Council personnel in accordance with the rules and regulations of the Civil Service Commission (CSC), Department of Budget and Management and Commission on Audit;
16. Sign all communications within and outside the Council except those that are addressed to Secretaries, Undersecretaries of other departments unless delegated. In such case, the Chairman or Vice-Chairman of the Board shall sign the communication;
17. Approve application of personnel for permission to teach, exercise a profession, or engage in business outside of office hours in accordance with standard and guidelines of the Civil Service Commission;
18. Authorize allocation of augmentation funds and resources to partners such as the non-government organizations (NGOs), government organizations (GOs), people's organizations (POs), local government units (LGUs) for the interest, welfare and development of the persons with disabilities (PWDs);

19. Issue Special Orders for temporary/urgent assignments of Council personnel;
20. Approve condemnation and disposal of unserviceable property/waste materials of the Council;
21. Act as Chairman of the following: Selection and Promotion Board for positions with salary 18 and up to 24; Bids and Awards Committee and Grievance Committee, Anti-Graft and Corruption Committee or delegate in her absence due to official business.
22. Review and approve the preparation of the annual regular budget proposals/work and financial plan and Annual Procurement Plan.

TO THE DEPUTY EXECUTIVE DIRECTOR


1. Approve payment of salaries, PERA, ACA and year-end bonus of regular, casual employees and MOA workers regardless of amount in the event that the Executive Director is on official travel, attending seminars, conference, training on official business or on leave of absence.
2. Act as Chairman of the following Committees:
 - a. Selection and Promotion Board for positions with salary grade 17 and below;
 - b. Incentives Awards Committee;
 - c. Personnel Development Committee

It is understood that actions taken by the above-mentioned committees are only recommendatory in nature, subject to final approval of the Executive Director.

3. Perform such other duties and functions as may be assigned by the Executive Director.

This order shall take effect immediately and rescinds previous orders that are inconsistent therewith.

Issued this 16th day of May 2005 in Quezon City.


CORAZON JULIANO-SOLIMAN
DSWD Secretary and
Chairman, NCWDP *ck* *MS*