



Republic of the Philippines  
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

e-mail: [osec@dswd.gov.ph](mailto:osec@dswd.gov.ph)

Website: <http://www.dswd.gov.ph/>

MEMORANDUM CIRCULAR

No. 07  
Series of 2009

SUBJECT: DELEGATION OF AUTHORITY BY THE SECRETARY

The Department Secretary is authorized to delegate authority to DSWD officers, from both the Central and Field Offices under her direction and supervision in accordance with Section 7, Chapter 2 of the Executive Order No. 292. This Memorandum Circular hereby amends, consolidates and simplifies the system for delegation and delineation of personnel actions, financial management and administrative responsibilities stipulated in Memorandum Circular No. 15 series of 2004 (as amended by M.C. Nos. 29 and 42 series of 2004).

In cases where there are two parties indicated as recommending or approving officers, the person indicated first shall be the primary action officer - only in the absence of this person shall the person indicated 2<sup>nd</sup> takes over.

**I. PERSONNEL MATTERS**

**A. ORIGINAL, INITIAL, RENEWAL AND PROMOTIONAL APPOINTMENTS**

Subject to compliance with existing CSC laws, rules and regulations, the approving authority for all original, renewal and promotional appointments is delegated as follows:

**1. Permanent**

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
<b>Central Office</b>		
Division Chief	Central Office Personnel Selection Board (CO PSB)	Secretary
Below Division Chief Except Social Welfare Attache <sup>1</sup>	CO PSB	Undersecretary In-charge of General Administration and Support Services (GASS)
<b>Field Office</b>		
Division Chief	CO PSB/Reg. Director	Secretary
Below Division Chief	Regional Personnel Selection Board	Regional Director (if Field Office is CSC Accredited)

<sup>1</sup> Refer to Memorandum of Secretary Esperanza I. Cabral dated November 4, 2008 on the Guidelines on the Filling Up of Social Welfare Attache Positions

Field Offices which are not yet accredited by the Civil Service Commission (CSC) to take final action on appointments shall endorse proposed appointments for review of the CO PSB. If in order, the CO PSB shall recommend the same to the appointing authority indicated above for appropriate action.

**2. Contractual/Casual Employees**

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office</b>		
First and Second Level Positions	Head of Office / Bureau / Service (HOBS) concerned	Undersecretary In-charge of GASS
<b>Field Office</b>		
First and Second Level Positions	Assistant Regional Director (ARD) / Division Chief (DC) concerned	Regional Director

**3. Hiring of Workers under Memorandum of Agreement (MOA) – Technical/Non-technical**

Hiring for MOA positions shall be subject to approval of the Undersecretary for GASS. On the basis of prior approval of hiring by the Undersecretary for GASS, MOA Contracts shall be signed following the delegation indicated herein except when otherwise specified in a special agreement entered between the Department and another organization.

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office</b>		
GOP/Regular MOA	HOBS Concerned	Assistant Secretary, In-charge of GASS/HRMDS Director
Foreign Assisted Projects	HOBS Concerned	Project Director
<b>Field Office</b>		
GOP/Regular MOA	ARD/Division Chief	RD
Foreign Assisted Project	ARD/Division Chief	RD

Note: Pursuant to DSWD Memorandum Circular No. 6, s. 2006, creation of new MOA items shall be subject to the approval of the Secretary or his/her authorized representative upon recommendation of Undersecretary concerned.

**4. Hiring of Consultants**

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b><u>Central Office</u></b>		
Up to P500,000.00	BAC	Director, Administrative Service
More than P500,000.00 up to P2M	BAC	Asst. Secretary In-charge of GASS
More than P2M up to P50M	BAC	Undersecretary In-charge of GASS
More than P50M	BAC	Secretary
<b><u>Field Office</u></b>		
Up to P100,000.00	Division Chief Concerned	ARD/Chief Management Division
More than P100,000.00 up to P2M	ARD	RD
More than P2M	ARD	RD – Subject to specific Authority from the Secretary
Consultants for Foreign Assisted Projects Regardless of Amount	HOBS Concerned/BAC	Project Director

**B. DESIGNATION OF OFFICIALS AND EMPLOYEES**

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).

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office</b>		
To be designated as:		
Director III and Above	Undersecretary Concerned	Secretary
Division Chief	Undersecretary Concerned/Coach Monitor	Undersecretary In-charge of GASS
Below Division Chief	Undersecretary Concerned/Coach Monitor	Undersecretary In-charge of GASS

<b>Field Office</b>		
To be designated as:		
Regional Director (RD) / Assistant Regional Director (ARD)	Undersecretary concerned	Secretary
Division Chief	RD or ARD through the Usec. Concerned or Coach Monitor	Undersecretary In-charge of GASS
Below Division Chief	ARD/Division Chief	Regional Director

The Special Order designating Officials and employees may be drafted by Offices concerned. However the Order must be reviewed by the Chief of the Personnel Management Division at the Central Office or the Chief of the Management Division at the Field Office to ensure that it is in accordance with existing policies and the prescribed template.

### **C. DETAILS, TRANSFERS OR REASSIGNMENTS OF OFFICIALS AND EMPLOYEES**

1. The transfer, detail or reassignment of officials and employees must be in accordance with the CSC and CESB rules.
2. Detail/secondment of any official or employee of the Department in the Central and Field offices to any government or private organization (international or local) shall be approved by the Secretary upon the recommendation of the Undersecretary concerned.
3. Transfer to another government office of an official or employee of the Department, Division Chief and above shall be approved by the Secretary while transfer of personnel below the Division Chief level shall be approved by the Undersecretary in charge of GASS for Central Office and Regional Director for Field Office, respectively.

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office and Field Offices</b>		
Director III/IV and Division Chief	Undersecretary Concerned	Secretary
Below Division Chief	Undersecretary Concerned/Coach Monitor	Undersecretary In-charge Of GASS

4. Reassignment of any official or employee within the Department shall be made only with the concurrence of the head of the originating office/unit, the head of the receiving office/unit and the employee concerned. The authority to reassign is delegated as follows:

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office and Field Offices</b>		
<i>Between Offices/Bureaus/Services</i>		
Director III and IV	Undersecretary Concerned	Secretary
Division Chief and Below	Undersecretary Concerned/Coach Monitor	Undersecretary In-charge of GASS
<i>Within Offices/Bureaus/Services</i>	Assistant Director/DC Concerned	HOBS Concerned (Undersecretary and Coach Monitor Concerned duly informed)

Special Orders regarding movement of Officials and employees may be drafted by Offices/Bureaus/Services concerned. However, the Order must pass through the Personnel Management Division at the Central Office or the Management Division at the Field Office to ensure that it is in accordance with existing policies and the approved template. Upon approval by the authorized official, carbon copy of said Orders shall be given to the Personnel Management Division (for CO) or the Management Division (for FOs) for records purposes.

**D. REQUESTS FOR PERMISSION TO TEACH, EXERCISE PROFESSION OR ENGAGE IN BUSINESS OUTSIDE OF OFFICE HOURS**

Requests for permission to teach, exercise private practice of profession or engage in business outside of office hours shall be approved subject to observance of and compliance with relevant CSC rules such as Memorandum Circular No. 32, series of 1993, DSWD internal guidelines and such other relevant issuances. Such requests shall be approved as follows:

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office</b>		
Director III and above	Undersecretary/Assistant Secretary Concerned	Secretary
Below Director III	Director/Official Concerned	Undersecretary In-charge of GASS ( with Undersecretary concerned duly informed)
<b>Field Office</b>		
Regional Director/Asst. Regional Director	Undersecretary/Coach Monitor (OCBG)	Secretary
Division Chief and below	Assistant Regional Director (ARD)	Regional Director

**E. LEAVE APPLICATIONS AND MONETIZATION OF LEAVE CREDITS**

1. Application for leave of absence, sick or vacation, covering the period of one (1) year or more shall be approved by the Secretary upon recommendation of the Head of the Office/Bureau/Service/Unit concerned and endorsed by the Undersecretary and/or Coach Monitor concerned.
2. Application for leave of absence of Undersecretaries and Assistant Secretaries regardless of period shall be approved by the Secretary
3. Sick or vacation leave of a thirty (30) day period or more, including maternity leave shall be subject to clearance from money, property and work accountabilities.
4. Application for leave of officials and employees on detail or secondment shall be approved by the Head of the Receiving Office, copy furnished the originating office.
5. If approved vacation leave will be spent outside the country, same shall be submitted to the Office of the Undersecretary for GASSG for issuance of travel authority in the form of a letter to the DFA for their information.
6. Application for leave shall be approved by the following:

**6.1 Leave application for over 30 days but less than 1 year.**

Must be accompanied by an accomplished clearance form.

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office</b>		
Undersecretary		Secretary
Assistant Secretary	Undersecretary Concerned	Secretary
Director III and IV	Undersecretary / Assistant Secretary Concerned	Secretary
Division Chief and below	HOBS Concerned	Undersecretary/Asst. Secretary In-charge of GASS
<b>Field Office</b>		
Director III and IV	Undersecretary/Coach Monitor (OCBG)	Secretary
Division Chief and below	Assistant Regional Director	Regional Director

## 6.2 Leave application of 30 days or less.

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
<b>Central Office</b>		
Undersecretary		Secretary
Assistant Secretary	Undersecretary Concerned	Secretary
Director III and IV	Undersecretary/Asst. Secretary Concerned	Secretary
Division Chief	Bureau/Service Director concerned	Undersecretary/Asst. Secretary In-charge of GASS
Below Division Chief	Bureau/Service Director concerned	Director In-charge of Personnel Management
<b>Field Office</b>		
Director III and IV	Undersecretary/Asst. Secretary Concerned	Secretary
Division Chief and below	Asst. Regional Director	Regional Director

## 6.3 Monetization of leave credits

Monetization of leave credits is chargeable against savings and subject to availability of funds. Monetization of 10 days vacation leave of Field Office employees shall be chargeable against their respective Field Offices' funds. Authority to approve requests for monetization of leave credits is delegated to the following:

	RECOMMENDING	APPROVING
<b>Central Office</b>		
10 days vacation leave	Committee on Monetization	Asst. Secretary In-charge of GASS/HRMDS Director
more than 10 days vacation and sick leave	Committee on Monetization	Undersecretary In-charge of GASS
<b>Field Office</b>		
30 days vacation leave and below	Asst. Regional Director	Regional Director
More than 30 days vacation and sick leaves	Committee on Monetization	Undersecretary In-charge of GASS

Application for monetization of leave credits of Regional and Assistant Regional Directors regardless of the number of days shall be subject to the approval of the Undersecretary In-charge of GASS recommended by the Committee on Monetization.

## F. APPLICATION FOR RETIREMENT / RESIGNATION / TERMINAL LEAVE

The authority is delegated as follows:

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office</b>		
Director III and IV	Undersecretary Concerned	Secretary
Division Chief and below	HOBS	Undersecretary In-charge of GASS
<b>Field Office</b>		
Director III and IV	Undersecretary In-charge of OCBG	Secretary/Undersecretary In-charge of GASS
Division Chief	Regional Director	Undersecretary In-charge of GASS
Below Division Chief	Asst. Regional Director	Regional Director

## G. FOREIGN/LOCAL SCHOLARSHIP AND TRAINING

All nominations shall be endorsed by the Personnel Development Committee (PDC).

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
Director III, IV including RD and ARD	Undersecretary Concerned and PDC	Secretary/Undersecretary In-charge of GASS
Division Chief and Below	Undersecretary Concerned and PDC	Undersecretary In-charge of GASS

## H. ATTENDANCE TO SPECIALIZED TRAININGS/LOCAL SEMINARS / NON-DEGREE TRAINING PROGRAMS / WORKSHOPS CONDUCTED BY THE NATIONAL GOVERNMENT OFFICES, PROFESSIONAL ORGANIZATIONS, OR PRIVATE INSTITUTIONS.

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office</b>		
Undersecretary and Assistant Secretary		Secretary
Director III and IV	Undersecretary Concerned	Undersecretary In-charge of GASS
Division Chief and below	HOBS Concerned	Undersecretary In-charge of GASS
<b>Field Office</b>		
Regional Director / ARD	Asst. Secretary Concerned	Undersecretary In-charge of GASS
Division Chief and below	ARD / Division Chief	Regional Director



1. For Central Office, seminars/trainings/workshops for officials and employees shall be endorsed by HOBS concerned to Career Planning and Development Division (CPDD) and/or SWIDB for monitoring purposes.
2. All officials and employees who attended seminar/training/workshop are required to submit within one week upon return, a written report to the HOBS concerned, copy furnished CPDD and SWIDB.

**I. REQUEST FOR AUTHORITY TO RENDER OVERTIME**

All requests for authority to render overtime services shall be filed using the prescribed form and shall be compensated in accordance with the guidelines set forth under Joint CSC-DBM Circular No. 2, series of 2004 as amended by Joint Circular No. 2-A, series of 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 his/her monthly basic salary. Unless exigency of the service demands otherwise, it must be appropriately justified by the supervisor concerned (at least Director Level) and in accordance with the existing guidelines. This authority is hereby delegated as follows:

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office</b> Division Chief and below	HOBS Concerned (at least Director level)	Asst. Secretary In-charge of GASS/Director HRMDS
Director III and above	Undersecretary/Assistant Secretary Concerned	Secretary
<b>Field Office</b> Division Chief and below RD and ARD	ARD / DC Concerned Undersecretary In-charge of OCBG	Regional Director Secretary

**J. DOMESTIC TRAVEL ORDERS**

1. No official travel shall be undertaken without an approved travel order
2. The Itinerary of Travel shall be approved by the Officer recommending the approval of the Travel Order.

The authority is delegated as follows:

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
<b>Central Office</b>		
Assistant Secretary		Undersecretary Concerned
Director III and IV	Asst. Secretary/Coach Monitor concerned	Undersecretary Concerned
Below Director III except OSEC staff	HOBS concerned	Undersecretary Concerned
Driver	Division Chief, GSD	Director, Administrative Service
FAP's NPMO Staff	Project Manager	Project Director/Deputy Project Director
OSEC Technical and Administrative Staff	HEA	Secretary /HEA
Internal Audit Office	Director concerned	Secretary/HEA
<b>Field Office</b>		
Outside the Region		
Regional Director/Asst. Regional Director	Assistant Secretary/Coach Monitor concerned	Undersecretary for OCBG
Division Chief	ARD	RD
Below Division Chief	DC Concerned	RD
Within the Region		
ARD		RD
Division Chief	ARD	RD
below Division Chief	DC Concerned	RD and ARD

## **K. FOREIGN TRAVEL**

### **OFFICIAL TRAVEL**

1. Travel which would entail government expense shall be limited to those which are very urgent and extremely necessary.
2. Travel expense shall be computed in accordance with the provisions of E.O. No. 298, series of 2004.
3. Official travel abroad connected with the foreign scholarship, fellowship training grants and the like, shall be administrated and coordinated by the Personnel Development Committee.

**PERSONAL TRAVEL**

1. Officials and employees 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 authority to approve travel abroad for personal business is delegated as follows:

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
Director III, IV including RD, ARD	Undersecretary Concerned	Secretary/Undersecretary In-charge of GASS
<b>Division Chief and below:</b>		
Central Office	HOBBS Concerned	Undersecretary In-charge of GASS
Field Office	Assistant Regional Director	Regional Director

**L. NOTICE OF SALARY ADJUSTMENT**

Notice of salary adjustment whenever necessary should be automatically issued to employees concerned for their information.

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
Central Office		Director, HRMDS/Chief or OIC Personnel Management Division
Field Office	Chief, Management Division / HRMO III	Regional Director / Assistant Regional Director

**M. TEMPORARY "SUSPENSION" OF WORK OF THE OFFICE ON A PARTICULAR DAY OR SUCH PART THEREOF.**

	<b>RECOMMENDING AUTHORITY</b>	<b>APPROVING AUTHORITY</b>
Central Office	Director , HRMDS	Undersecretary In-charge of GASS
Field Office	Regional Director	Undersecretary In-charge of GASS

**N. PAYROLLS COVERING PAYMENTS OF SALARIES, WAGES AND OTHER CLAIMS FOR COMPENSATION INCLUDING OVERTIME SERVICES.**

	<b>CERTIFYING</b>	<b>APPROVING</b>
Central Office	Chief, Personnel Management Division	Director, HRMDS
Field Office	Chief, Management Division, HRMO III	RD / ARD

**O. DECISIONS ON ADMINISTRATIVE CASES FOR RANK AND FILE EMPLOYEES**

	<b>RECOMMENDING</b>	<b>SIGNING</b>
<b>Central Office</b>	Legal Service	Undersecretary In-charge of GASS
<b>Field Office</b>		
- Grave Offense, regardless of salary grade	Legal Service	Undersecretary In-charge of GASS
- Less Grave and Light Offenses:		
SG- 24	Designated Hearing Officer/Legal Service	Undersecretary In-charge of GASS
Below Salary Grade 24	Designated Hearing Officer/Legal Service	RD

**II. FINANCIAL MATTERS**

**A. REQUISITIONS**

- Supplies, materials and equipment urgently needed which are not available from stock involving P15,000.00 or less (per COA Circular No. 97-002), shall be procured chargeable to the cash advance previously authorized to defray expenses for emergency purchase. The usual procurement process in accordance with the Department's Memorandum Circular No. 02 series of 2007 Section 7.2 shall be followed. The liquidation of cash advance shall be subject to the usual accounting and auditing rules and regulations.
- Requisitions for the purchase of supplies, materials, equipment or services shall be first forwarded to the Budget Division (for Central Office) or Budget Officer (for Field Office) to ensure that funds are allocated from appropriate budget items and shall be procured through the usual process, subject to the usual accounting and auditing rules and regulations.

3. Requests for repair or replacement of existing equipment or any part thereof shall be prepared by the concerned unit/division/office and shall be supported with pre-inspection report by the Inspection and Acceptance Committee, and appropriate assessment report from MISS (for IT equipment), Communication Unit (for Mobile phone and accessories), the Maintenance Unit (for repairs and maintenance) and the Technician report (for copier and facsimile machines), which shall contain specific information as to the nature and extent of damage of the equipment.
4. The authority to sign requisitions for issuance and purchase is delegated as follows:

	<b>RECOMMENDING AUTHORITY REQUESTING</b>	<b>APPROVING AUTHORITY APPROVING</b>
All requests except National Relief Operations Center (NROC) Supplies and Materials	HOBBS Concerned	Director, Admin. Service
NROC supplies and materials	<ul style="list-style-type: none"> <li>• HOBBS Concerned in case supplies will be used for office consumption with coordination to Dir. Of PMB</li> <li>• PMB in case supplies will be used for disaster operations and/or for allocation to FOs, LGUs and other OUs</li> </ul>	Undersecretary In-charge of OCBG
Foreign Assisted Projects (FAPs) – All Requests	Project Manager/ Assec. for GASSG	Director, Admin. Service/ Project Director/ Deputy Project Director

**Field Office**

All requests	ARD/DC Concerned Centers Head	RD/ARD
Foreign Assisted Projects (FAPs) – All requests	Unit Concerned	RD/ARD

5. The Chief or Officer-In-Charge, Procurement and Supply Division is hereby authorized to approve and sign Requisition and Issue Slip (RIS) for supplies/materials and equipment available on stock for issuance purposes based on approved Annual Procurement Plan (APP) of bureaus, offices and units.

**B. PURCHASE ORDER/ LETTER ORDER/ JOB ORDER/ MEMORANDUM OF AGREEMENT/ CONTRACT OF SERVICES AND OTHER CONTRACTS PERTAINING TO ADMINISTRATIVE SERVICE**

1. Purchase Order/Letter Order/Job Orders must be duly supported by approved Requisition and Issue Slip (RIS), and pre-inspection report, if applicable, with funds appropriately earmarked for the purpose by the Budget Division for CO, Budget Officer for FO and certified funds available by the Chief Accountant for CO and the Head of Accounting Unit for FO, together with other pertinent supporting documents.
2. The Legal Service and Financial Management Service for Central Office shall review all Memorandum of Agreement (MOA) and/or Contracts executed for and by the agency.
3. For contract of services covering MOA workers, refer to section A.3.
4. Authorized approving officials shall sign the MOA and/or Contracts related to the following transactions.

<u>TRANSACTIONS</u>	<u>APPROVING/ AUTHORIZED SIGNATORY</u>	<u>WITNESS</u>
<b><u>Central Office</u></b>		
Transfer of funds to other National Government Agencies (NGAs), National Government Organizations (NGOs), Local Government Units (LGUs) and Peoples Organization (POs) from PDAF and other funds source regardless of amount	Secretary	HOBS concerned
Project Implementation regardless of funds source	Secretary	HOBS concerned
Consultancy, Service Provider and the like regardless of amount	Undersecretary Concerned	HOBS concerned
Receipt of Foreign and Local Donations and/or Deed of Donation and Acceptance	Secretary/ Undersecretary Concerned	HOBS concerned

**Field Office**

Transfer of funds to other NGAs, NGOs, LGUs and POs from PDAF and other funds source regardless of amount	RD/ARD	DC or Unit Head Concerned
Project implementation regardless of funds source	RD/ARD	DC or Unit Head Concerned
Consultancy, Service Provider and the like regardless of amount	RD/ARD	DC or Unit Head Concerned

Receipt of Foreign and Local Donations and/or Deed of Donation and Acceptance	RD/ARD	DC or Unit Head Concerned
---	--------	---------------------------

5. The authority to approve Purchase Order/ Letter Order/ Job Order/ Contract for the procurement of goods and services is delegated as follows:

**Central Office**

**Approving**

Up to P500,000	Director, Admin. Service
More than 500,000 up to P2M	Asec. for GASSG
More than P2M up to P50 Million	Usec. for GASSG
More than P50 Million	Secretary
BAC/PDAC Resolution/ Recommendation regardless of amount	Usec. for GASSG
Consultancy for Foreign Assisted Projects regardless of amount -Notice of Award -Contract -Notice to Proceed	Project Director Project Director Director, Admin Service

**Field Office**

**Approving**

Up to P500,000	RD/ARD/Chief Management Division
More than P500,000 up to P2M	RD/ARD
More than P2M other than PDAF	RD – subject to specific authority from the Secretary per Transaction
More than P2M for PDAF	RD/ARD

**C. ACCEPTANCE AND INSPECTION OF DELIVERIES**

1. 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.
2. Jobs/works performed based on approved Purchase Orders, Job Orders and Letter Orders shall be subject to post-inspection by the Inspection and Acceptance Committee.
3. Certificate of acceptance shall be executed by the Chief, General Services Division or Supply Officer or Property Custodian if the inspection shows compliance to specifications appearing on the Purchase Order, Job Order or Letter Order.

**D. OBLIGATION REQUEST/BUDGET UTILIZATION REQUEST**

The Head of Requesting Office/Bureau/Service shall sign on Box A of the Obligation Request/Budget Utilization Request to certify that the expense is necessary, lawful and incurred under his direct supervision and that supporting documents are valid, proper and legal. While, the Chief, Budget Division in Central Office or Head of Budget Unit in Field Offices shall sign on Box B to certify availability of allotment and that the expense subject for payment was obligated.

<u>Box A</u>		<u>Box B</u>
Central Office	HOBS Concerned	Chief, Budget Division
Field Office	RD/ARD/DC	Head, Budget Unit

**E. SUB-ALLOTMENT RELEASE ORDER (SUB-ARO)**

Funds transferred by the Central Office to the different field offices must be used strictly in accordance with the intended purpose with the necessary financial reports rendered by the recipient office to the Budget, Division, Central Office.

The authority is delegated as follows:

**Approving**

Up to P500,000	Director, Financial Management Service
More than P500,000	Assistant Secretary for GASSG/ Undersecretary for GASSG in the absence of Assistant Secretary

**F. APPROVAL OF DISBURSEMENT VOUCHERS**

1. All Disbursement Vouchers shall be signed by the Head of Accounting Division/Unit on Box A to certify availability of funds and completeness of supporting documents. While, the following disbursements may be signed by the Assistant Chief Accountant:
  - 1.1. Vouchers for payment of salaries and wages, allowances, compensation and other personnel services including payment for overtime services regardless of the amount.
  - 1.2. Regular or Fixed Expenditures such as power, water, telephone, rental, janitorial, security, communication, gasoline and lubricant expenses regardless of the amount.
  - 1.3. Financial Assistance for Crisis Intervention.



1.4. Payment for contract of services for MOA workers.

2. The authority to approve Disbursement Vouchers under Box B therein is delegated as follows:

**APPROVING**

**Central Office**

Up to P10,000	Chief, Procurement and Supply Division
Up to P500,000	Director, Admin. Service
More than P500,000 up to P2M	Asec. for GASSG
More than P2M up to P50M	Usec. for GASSG
More than P50M	Secretary

**Field Office**

**Approving**

Up to P500,000	RD/ARD/Chief, Management Division
More than P500,000 up to P2M	RD/ARD
More than P2M other than PDAF	RD- subject to specific authority from the Secretary
More than P2M for PDAF	RD/ARD

3. In case that the three (3) executive officials in Central Office are simultaneously on official business, an Officer of the Day shall be designated and the authority is hereby delegated to approve disbursement vouchers more than P500,000.00 and Sub-Allotment Release Order (Sub-ARO).

**G. SIGNING AND COUNTERSIGNING OF CHECKS**

Checks shall be prepared based on duly approved vouchers consistent with payee and amount.

The authority is delegated as follows:

**SIGNING**

**COUNTERSIGNING**

**Central Office**

All disbursements	Cashier	Usec. for GASSG/ Asec. for GASSG/ Director, Financial Management Service
-------------------	---------	---

**Field Office**

All disbursements	Cashier	Regional Assistant Director	Director/ Regional
-------------------	---------	--------------------------------	-----------------------

### III. STANDARDS BUREAU MATTERS

#### A. CERTIFICATE OF REGISTRATION OF SOCIAL WELFARE DEVELOPMENT AGENCIES (SWDA)

Central Office	Recommending	Approval
Standards Bureau	Standards Bureau Director	Undersecretary for PPG
Field Office		
Standards Unit	TAD Division Chief	Regional Director

#### B. CERTIFICATE OF LICENSE TO OPERATE OF SWDAs

Central Office	Recommending	Approval
Standards Bureau	Standards Bureau Director	Undersecretary for PPG
Field Office		
Standards Unit	TAD Division Chief	Regional Director

#### C. CERTIFICATE OF ACCREDITATION OF SWDAs & DIRECT SERVICE IMPLEMENTOR

Central Office	Recommending	Approval
Standards Bureau	Standards Bureau Director	Undersecretary for PPG
Field Office		
Standards Unit	TAD Division Chief	Regional Director

#### D. ENDORSEMENT OF SWDAs TO DEPARTMENT OF FINANCE FOR DUTY FREE ENTRY OF FOREIGN DONATED GOODS

Central Office	Recommending	Approval
Standards Bureau	Undersecretary for PPG	Secretary
Field Office		
Standards Unit	TAD Division Chief	Regional Director

#### E. AUTHORITY TO CONDUCT NATIONAL FUND RAISING CAMPAIGN

Central Office	Recommending	Approval
Standards Bureau	Undersecretary for PPG	Secretary
Field Office		
Standards Unit	TAD Division Chief	Regional Director

This Order shall take effect immediately and supersedes previous orders inconsistent herewith.

Issued this 8th day of April 2009

*[Signature]*  
**DR. ESPERANZA I. CABRAL**  
 Secretary  
*[Signature]*

