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Department of Social Welfare and Development

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MEMORANDUM CIRCULAR NO. 09
Series of 2012

SUBJECT: DELEGATION AND DELINEATION OF AUTHORITY IN THE DSWD

In the interest of service and in order to expedite the processing of documents pertaining to administrative, human resource, financial and internal auditing matters, the attached MANUAL OF DELEGATION AND DELINEATION OF AUTHORITY is hereby prescribed.

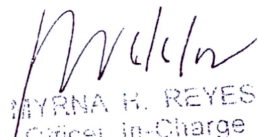
The attached MANUAL shall form part of this Memorandum Circular and shall serve as guide and reference on the delegated authorities to officials in the Central Office and Field Offices.

This Memorandum Circular shall take effect immediately and all parts or provisions of DSWD Memorandum Circulars on administrative, human resource, and financial matters, including Memorandum Circulars Nos. 13 (Delegation of Authority by the Secretary) and 15 (Addendum to Memorandum Circular No. 1), series of 2010, are hereby amended accordingly.

Issued this 31st day of May 2012 in Quezon City.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


MYRNA R. REYES
Officer-in-Charge
Records Unit

**MANUAL OF DELEGATION AND DELINEATION OF AUTHORITY
IN THE DSWD**

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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 to all officials of the Department
4. To guide the clientele and other concerned stakeholders, offices/agencies in transacting business with the Department.



Meaning of Approval

The action of approving authorities indicated in this Manual is based on due diligence and Completed Staff Work (CSW), *e.g.*, processed by the concerned staff/personnel. In cases where further approval of higher authorities and agencies external to the DSWD is necessary, the signature of the approving authorities listed in the Manual should not be taken to mean final approval.

In the recommending and approving authorities, the delegated functions are specified as follows:

1. A slash ("/") means either of the officials indicated may sign.
2. A semicolon (";") means the later official may sign in the absence of the former.
3. In the absence of the authorized officials, the Officer-in-Charge, if any, shall automatically recommend/ approve, unless otherwise specified.
4. The word "**concerned**" means that the concerned official shall sign, depending on the delegated subject matter (*e.g.*, Administrative, Human Resource, Financial, etc.).
5. Supervising ASEC/USEC means that the official concerned signs based on that official's management control and supervision stipulated in the Management Structure.
6. The word "**authorized**" means that a Special Order has been issued by the Secretary specifically authorizing a particular official to act or sign on official documents.

It is understood that official documents shall be kept and maintained by the OBSU with primary accountability as per Memorandum Circular No. 1, Series of 2012 (Re-clustering of Offices, Bureaus, Services and Units at the DSWD Central Office) and Memorandum Circular No. 6, Series of 2012 (Amendment to Memorandum Circular No.1, Series of 2012).

Acronyms and Abbreviations

ARD	Assistant Regional Director
AS	Administrative Service
ASEC	Assistant Secretary
CESB	Career Executive Service Board
CO	Central Office
CDEW	Career Development and Employee Welfare Division
CSC	Civil Service Commission
DC	Division Chief
FAP	Foreign-Assisted Project
FMS	Financial Management Service
FO	Field Office
GASSG	General Administration and Support Services Group
GOP	Government of the Philippines
HEA	Head Executive Assistant
HOBS	Head of Office / Bureau / Service
HRDB	Human Resource Development Bureau
IAS	Internal Audit Service
IDG	Institutional Development Group
LGU	Local Government Unit
LS	Legal Service
MOA	Memorandum of Agreement
NGA	National Government Agency
NGO	Non-Government Organizations
NROC	National Relief Operations Center
OBS	Office, Bureau or Service
OBSU	Office, Bureau, Service or Unit
OIC	Officer-in-Charge
OPG	Operations and Programs Group
OSEC	Office of the Secretary
PDC	Personnel Development Committee
PSB	Personnel Selection Board
PO	People's Organization
PPG	Policy and Plans Group
RD	Regional Director
SMS	Social Marketing Service
UFMU	Unified Financial Management Unit
USEC	Undersecretary



I. PERSONNEL MATTERS

A. ORIGINAL, INITIAL, RENEWAL AND PROMOTIONAL APPOINTMENTS ¹

1. Permanent ²

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
CO	DC	CO PSB	Secretary	
	Below DC <i>except</i> Social Welfare Attaché ³	CO PSB	USEC for IDG	
	Social Welfare Attaché	Usec for OPG	Secretary	
FO	DC	CO PSB / RD (thru CO PSB)	Secretary	
	Below DC	Regional Personnel Selection Board	FO is CSC-accredited	RD
			FO is not CSC-accredited	USEC for IDG

2. Contractual / Casual Employees

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY	
CO	First and Second Level Positions	CO PSB ⁴	USEC for IDG	
FO	First and Second Level Positions	ARD / DC concerned	FO is CSC-accredited	RD
			FO is not CSC-accredited	USEC for IDG

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

² FOs that are not CSC-accredited 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.

³ Refer to Memorandum of Secretary Esperanza I. Cabral dated 4 November 2008 on the Guidelines on the Filling Up of Social Welfare Attaché Positions.

⁴ Per PSB Terms of Reference, casual and contractual should pass thru PSB.

3. **Contract of Service (COS) / Memorandum of Agreement (MOA) Workers and Consultants**⁵

a) **COS/MOA Workers – Technical / Non-technical**⁶

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	GOP / Regular MOA	HOBS concerned	ASEC for IDG
	FAP	HOBS concerned	Project Manager
FO	GOP / Regular MOA	ARD / DC	RD
	FAP	Assistant Regional Project Manager	Regional Project Manager

b) **Consultants**

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	OSEC Group	HEA	Secretary
	OBS	HOBS	USEC concerned
	FAP	Project Manager	USEC concerned
FO	Units	ARD	RD
	FAP	ARD	RD

⁵ Subject to existing rules and guidelines on the selection and hiring of MOA workers and consultants.

⁶ Hiring for MOA positions shall be subject to approval of the USEC for GASSG. On the basis of prior approval of hiring by the USEC for GASSG, MOAs shall be signed following the delegation indicated herein except when otherwise specified in a special agreement entered between the DSWD and another organization.

Pursuant to DSWD Memorandum Circular No. 6, s.2006, creation of new MOA items shall be subject to the approval of the Secretary upon recommendation of the USEC for GASSG.

Prior to approval of the approving authority, all contracts shall be reviewed by the HRDB in the CO or by the Management Division in the FO.

B. DESIGNATION OF OFFICIALS AND EMPLOYEES ⁷

	TO BE DESIGNATED AS:	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	DC and above	USEC concerned	Secretary
	Director III/IV of OBS under OSEC	HEA	Secretary
	Below DC	ASEC concerned	USEC concerned
FO	RD	USEC concerned	Secretary
	ARD	Coach Monitor concerned	Secretary
	DC	RD (thru ASEC/Coach Monitor concerned)	Secretary
	Below DC	ARD	RD

C. DETAILS, TRANSFERS OR REASSIGNMENTS OF OFFICIALS AND EMPLOYEES ⁸

1. Details and Transfers

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	DC and above	USEC concerned	Secretary
	Director III/IV and DC under OSEC	HEA	Secretary
	Below DC	ASEC concerned	USEC concerned
FO	RD	USEC concerned	Secretary
	ARD	Coach Monitor concerned	Secretary
	DC	RD (thru Coach Monitor concerned)	Secretary
	Below DC	ARD	RD

⁷ 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 CESB.

The Special Order designating Officials and employees may be drafted by Offices concerned. However, to ensure that the Special Order is in accordance with existing policies and the prescribed template, it must be reviewed by the by the HRDB in the CO or by the Management Division in the FO.

⁸The transfer, detail or reassignment of officials and employees must be in accordance with the CSC and CESB rules.

2. Detail/Secondment to any Government or Private Organization

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
All Personnel	USEC concerned	Secretary

3. Transfer to Another Government Office

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	DC and above	USEC concerned	Secretary
	Director III/IV of OBS under OSEC	HEA	Secretary
	Below DC	ASEC concerned	USEC for GASSG
FO	RD	USEC concerned	Secretary
	ARD/DC	ASEC concerned	Secretary
	Below DC	ARD	RD

4. Reassignment between OBSs (for both CO and FOs) ⁹

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Within a Cluster	ASEC/Coach Monitor concerned	USEC Concerned
Between Clusters	USECs Concerned	Secretary

D. REQUESTS FOR PERMISSION TO TEACH, EXERCISE PROFESSION OR ENGAGE IN BUSINESS OUTSIDE OF OFFICE HOURS ¹⁰

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Director III and above	USEC concerned/ HEA for OBSUs under OSEC	Secretary

⁹ Reassignment of any official or employee within the DSWD shall be made only with the concurrence of (1) the head of the originating office/unit, (2) the head of the receiving office/unit, and (3) the employee concerned.

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 HRDB in the CO or by the Management Division in the FO. Upon approval by the authorized official, for record purposes, copies of the Special Order shall be given to the HRDB in the CO or by the Management Division in the FO.

¹⁰ 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, s.1993, DSWD internal guidelines and other relevant issuances.

	Below Director III	Director / Official concerned	USEC concerned/ HEA for OBSUs under OSEC
FO	Director III / IV OIC, Director III / IV	Coach Monitor concerned	Secretary
	DC and below	ARD	RD

E. LEAVE APPLICATION AND MONETIZATION OF LEAVE CREDITS

1. Leave applications (including Terminal Leave) ¹²

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC		Secretary
	ASEC	USEC concerned	Secretary
	Director III/IV of OBS under OSEC	HEA	Secretary
	Director III / IV OIC Director III / IV	USEC concerned	Secretary
CO	DC and below	<i>Up to 30 days leave</i>	Bureau / Service Director concerned
		<i>More than 30 days leave</i>	USEC concerned
FO	Director III / IV OIC-Director III / IV	Coach Monitor concerned	Secretary
	DC and below	ARD	RD

¹² Notes:

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 HOBS concerned and endorsed by the USEC and/or Coach Monitor concerned.
2. Applications for sick, vacation or maternity leave for thirty (30) days or more, and for terminal leave regardless of length, shall accompanied by an accomplished Clearance Form.
3. Application for leave of personnel on detail or secondment shall be approved by the Head of the Receiving Office, copy furnished the originating office.
4. For leaves to be spent abroad, refer to section on Foreign Personal Travel.

2. Monetization of leave credits ¹³

	RECOMMENDING AUTHORITY		APPROVING AUTHORITY
CO	CO Committee on Monetization		USEC for GASSG
FO	RD / ARD	FO Committee on Monetization	USEC for GASSG
	DC and below	FO Committee on Monetization	RD

F. APPLICATION FOR RETIREMENT / RESIGNATION

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Director III / IV	USEC concerned/ HEA for OBSUs under OSEC	Secretary
	DC and below	HOBS	USEC for GASSG
FO	RD	USEC concerned	Secretary
	ARD	ASEC/Coach Monitor concerned	Secretary
	DC and below	ARD	RD

G. FOREIGN / LOCAL SCHOLARSHIP AND TRAINING ¹⁴

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
Director III / IV OIC Director III / IV and Division Chief	PDC	Secretary
Below DC	PDC	USEC; ASEC for IDG

H. REQUEST TO ATTEND SPECIALIZED TRAININGS / LOCAL SEMINARS /
NON-DEGREE TRAINING PROGRAMS / WORKSHOPS CONDUCTED
BY NATIONAL GOVERNMENT OFFICES, PROFESSIONAL ORGANIZATIONS,
OR PRIVATE INSTITUTIONS ¹⁵

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC / ASEC	Secretary

¹³ Monetization of leave credits is chargeable against savings and subject to availability of funds.

¹⁴ All nominations shall be endorsed by the PDC.

¹⁵ Personnel who attend seminar/training/workshop must submit, within one week from their return, a written report to the HOBS concerned, copy furnished CPDD.

	Director III / IV OIC Director III / IV	USEC concerned/ HEA for OBSUs under OSEC	Secretary
	DC and below	HOBS concerned	USEC concerned/ HEA for OBSUs under OSEC
FO	RD, ARD and DC	Coach Monitor concerned	Secretary
	Below DC	ARD	RD

I. REQUEST FOR/CONFIRMATION OF AUTHORITY TO RENDER OVERTIME ¹⁶

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Director III OIC Director III and above	Coach Monitor concerned/ HEA for OBSUs under OSEC	USEC for GASSG
	DC and below	HOBS concerned ¹⁷ / HEA for OBSUs under OSEC	ASEC for GASSG
FO	RD/ARD	Coach Monitor concerned	Secretary
	DC and below	ARD	RD

J. DOMESTIC TRAVEL ¹⁸

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC and ASEC		Secretary
	Director III/IV of OBS under OSEC	HEA	Secretary
	Director III / IV	ASEC concerned	USEC concerned

¹⁶ Requests for authority to render overtime services shall be filed using the prescribed form. Overtime work shall be compensated in accordance with the guidelines under Joint CSC-DBM 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.

¹⁷ HOBS concerned must always abide by existing rules and regulations regarding overtime work.

¹⁸ No official travel shall be undertaken without an approved Travel Order. The Itinerary of Travel shall be approved by the officer recommending the approval of the Travel Order. Except in unavoidable cases, no travel shall be undertaken without official Travel Order. In such cases, a request for confirmation of travel shall be submitted. In no case shall ante-dated Travel Orders shall be allowed.

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
	DC and below <i>except for OBS under OSEC</i>	Head of OBS	ASEC concerned
	Other Personnel of OBS under OSEC	Head of OBS	HEA
	NPMO Staff of FAPs	Project Manager	Deputy Project Director for Operations
	Driver	GSD DC	AS Director
	Inter-cluster group, team or committee	Head of group, team or committee	Secretary / USEC concerned

			RECOMMENDING AUTHORITY	APPROVING AUTHORITY
FO	Outside Region	RD / ARD	Coach Monitor concerned	Secretary
		DC and below	ARD	RD
	Within Region	ARD		RD
		DC and below	ARD	RD

K. FOREIGN TRAVEL

1. OFFICIAL TRAVEL ¹⁹

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC / ASEC		Secretary
	Director III/IV of OBS under OSEC	HEA	Secretary
	Director III / IV	USEC concerned	Secretary
	DC and below	ASEC concerned	Secretary
	Other personnel of OBS under OSEC	HEA	Secretary
FO	RD	USEC concerned	Secretary
	ARD	Coach Monitor concerned	Secretary
	DC and below	RD (thru ASEC/Coach Monitor concerned)	Secretary

¹⁹ Notes:

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 pass through the Personnel Development Committee.

2. **PERSONAL TRAVEL (Application for Travel Authority in the form of a letter to the Department of Foreign Affairs)** ²⁰

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	USEC and ASEC		Secretary
	Director III/IV of OBS under OSEC	HEA	Secretary
	Director III / IV	USEC concerned	Secretary
	DC and below <i>except for OBS under OSEC</i>	ASEC concerned	Secretary
	Other Personnel of OBS under OSEC	Head of OBS	Secretary
	NPMO Staff of FAPs	Project Manager	Secretary
	Driver	GSD DC/ ASEC for GASSG	Secretary
	Inter-cluster group, team or committee	Head of group, team or committee	Secretary
FO	RD/ARD	Coach Monitor concerned	Secretary
	DC and below	RD	Secretary

²⁰ 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.

L. NOTICE OF SALARY ADJUSTMENT ²¹

	APPROVING AUTHORITY
CO	Director, Administrative Service/ Chief or OIC Personnel Administration Division
FO	Regional Director/ Assistant Regional Director

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

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Director, Administrative Service	USEC for GASSG /ASEC for GASSG
FO	Regional Director	USEC for GASSG /ASEC for GASSG

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

	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Chief, Personnel Administration Division	Director, Administrative Service
FO	Chief, Management Division/ Administrative Officer concerned	RD/ARD

²¹ Notice of Salary Adjustment whenever necessary should be automatically issued to employees concerned for their information.

II. ADMINISTRATIVE AND FINANCIAL MATTERS

A. REQUISITIONS FOR PROCUREMENT – REQUESTS FOR GOODS, CIVIL WORKS AND CONSULTING SERVICES ²²

		REQUESTING	CERTIFYING ²³		APPROVING	
CO	All requests for supplies and materials	HOBS concerned	Up to P10M	ASEC for GASSG	Up to P10M	ASEC concerned
					Up to P25M	USEC concerned
			More than P10M	USEC for GASSG	Up to P100M	USEC concerned
					More than P100M	Secretary
FAPs – All requests	Project Manager	Deputy Project Director for Finance		Deputy Project Director for Operations		
FO	All requests (including Centers and Institutions)	DC concerned	Chief, Management Division		RD	

²² Notes:

- 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 DSWD Memorandum Circular No. 02, s.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 CO) or Budget Officer (for FO) 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.
- Requests for repair or replacement of existing equipment or any part thereof shall be prepared by the concerned OBSU and shall be supported with Assessment Report from the Inspection and Acceptance Committee, and the Information and Communication Technology Management Service (for IT equipment), Communication Unit (for Mobile phone and accessories), Maintenance Unit (for repairs and maintenance), or with the Technician Report (for copier and facsimile machines), which shall contain specific information as to the nature and extent of repairs that need to be done on the equipment.

²³ Certification as to availability of funds and conformity with the approved Work and Financial Plan (WFP) and the APP and PPMP.

		REQUESTING	CERTIFYING ²³	APPROVING
	FAPs – All requests	ARD	Chief, Management Division	RD

B. REQUISITIONS FOR ISSUANCE FROM STOCK ²⁴

	RECOMMENDING AUTHORITY	SIGNING AUTHORITY
CO -	HOBS concerned	Chief, Procurement Planning and Management Division
FO	Division concerned	Chief, Management Division

C. ACCEPTANCE AND INSPECTION OF DELIVERIES ²⁵

	RECOMMENDING AUTHORITY	SIGNING AUTHORITY
CO	Representative of OBS concerned	Chair, Inspection Committee
FO	Representative of Unit concerned	Chair, Inspection Committee

²⁴ The Chief or Officer-in-Charge, Procurement Service in the case of the CO, and the Head of the Supply Unit in the case of the FOs, is 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 OBSUs.

²⁵ Notes:

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 or Letters Orders shall be subject to post-inspection by the Inspection and Acceptance Committee.
3. If the inspection complies with the specifications appearing on the Purchase Order, Job Order or Letter Order, the Chief, General Services Division or Supply Officer or Property Custodian shall execute a Certificate of Acceptance.

D. PURCHASE ORDER / LETTER ORDER / JOB ORDER / CONTRACT / NOTICE OF AWARD / NOTICE TO PROCEED FOR THE PROCUREMENT OF GOODS, CIVIL WORKS AND CONSULTING SERVICES ²⁶

	AMOUNT		RECOMMENDING	CERTIFYING	APPROVING AUTHORITY
CO	Up to P10M		BAC	ASEC for GASSG	HOBS concerned
	Up to P25M		BAC	ASEC for GASSG	ASEC concerned
	Up to P100M		BAC	USEC for GASSG	USEC concerned
	More than P100M		BAC	USEC for GASSG	Secretary
FO	Up to P5M		Division Chief concerned	Chief, Management Division	ARD
	Up to P10M		Division Chief concerned	Chief, Management Division	RD
	More than P10M	PDAF	Division Chief concerned	Chief, Management Division	RD
		Other than PDAF	Division Chief concerned	Chief, Management Division	Secretary, unless RD is specifically authorized

²⁶ Notes:

1. Any Purchase Order/Letter Order/Job Order 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, Head of Accounting Unit for FO, together with other pertinent supporting documents.
2. For the CO, all MOAs and Contracts shall be reviewed by the LS and FMS. For the FOs, the review may be done by the Chief, Management Division and a Retainer Lawyer or, in the absence of Retainer Lawyer the Head of the requesting unit.
3. For contract of services covering MOA workers, refer to the appropriate section above.

E. CONTRACTS NOT INVOLVING PROCUREMENT

	SUBJECT OF CONTRACT	RECOMMENDING AUTHORITY / WITNESS	APPROVING AUTHORITY / AUTHORIZED SIGNATORY
CO	Project Implementation, regardless of source of funds	HOBS concerned	Secretary
	Transfer of funds to NGAs, NGOs, LGUs and POs	USEC concerned	Secretary
	Receipt of foreign and local donations and/or Deed of Donation and Acceptance	USEC GASSG	Secretary
FO		DC / Unit Head concerned	RD; ARD

F. OBLIGATION REQUEST / BUDGET UTILIZATION REQUEST ²⁸

	BOX A	BOX B
CO	HOBS concerned	Chief, Budget Division
FO	Head of Office / Division concerned	Head, Budget Unit

G. SUB-ALLOTMENT ORDER (SUB-ARO) ²⁹

AMOUNT	APPROVING AUTHORITY
Up to P500,000	FMS Director
Up to P10M	ASEC for GASSG
More than P10M	USEC for GASSG

²⁸ The Head of Requesting OBSU shall sign on Box A of the Obligation Request/Budget Utilization Request 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 Chief, Budget Division in the CO, or the Head of Budget Unit in FOs, shall sign on Box B to certify availability of allotment and that the expense subject for payment was obligated.

²⁹ 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.

H. DISBURSEMENT VOUCHERS

1. Box A

		APPROVING AUTHORITY
CO	Disbursement Vouchers	Head, Accounting Division
	Others ³⁰	Assistant Chief Accountant
FO	Disbursement Vouchers	Head, Accounting Unit; the next-in-rank (with and Administrative Officer II position); or as designated by RD

³⁰ Includes the following:

1. Vouchers for payment of salaries and wages, allowances, compensation and other personnel services including payment for overtime services regardless of the amount.
2. Regular or Fixed Expenditures such as power, water, telephone, rental, janitorial, security, communication, gasoline and lubricant expenses regardless of amount.
3. Financial Assistance for Crisis Intervention.
4. Payment for contract of services for MOA workers.
5. Cash advances and reimbursements by disbursing officers, officials and employees up to P100,000.
6. Fund transfer to FOs and Barangay/Community account by way of check or Notice of Transfer of Allocation (NTA) up to P100,000.

2. Box B ³¹

	DESCRIPTION	APPROVING AUTHORITY	
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	AS Director	
	Payment of fixed regular expenditures for utilities and services such as power, water, telephone, gasoline, oil and lubricants, janitorial and security services and rental, regardless of amount		
	Others	Up to P10M	HOBS concerned
		Up to P25M	ASEC concerned
		Up to P100M	USEC concerned
More than P100M		Secretary	
FO	Up to P500,000	Chief, Management Division	
	Up to P10M	ARD	
	More than P10M	PDAF	RD
		Other than PDAF	Secretary, unless RD is specifically authorized

³¹ Should the Secretary, the USEC for GASSG and the ASEC for GASSG all be unavailable on official business, an Officer of the Day shall be designated who shall have the authority to approve Disbursement Vouchers and Sub-allotment Release Order (Sub-ARO) for more than P1M up to P50M.

I. SIGNING AND COUNTERSIGNING OF CHECKS ³²

	AMOUNT		COUNTERSIGNING	SIGNING
CO	Up to P10M		FMS Director	Cashier
	Up to P25M		ASEC for GASSG	
	Up to P100M		USEC for GASSG ³³	
	More than P100M		Secretary	
FO	Up to P50,000		Chief, Management Division	Cashier
	Up to P1M		ARD; Chief, Management Division	
	Up to P5M		ARD	
	Up to P10M		RD	
	More than P10M	PDAF	RD	
Other than PDAF		Secretary, unless RD is specifically authorized		

³² Checks shall be prepared based on duly approved vouchers consistent with payee and amount.

³³ Should the FMS Director, ASEC and USEC for GASSG all be unavailable on official business, the AS Director shall have the authority to countersign checks for up to P50M.

III. PROGRAMS, PROJECTS AND ACTIVITIES

A. REGULAR PROGRAMS, PROJECTS AND ACTIVITIES

	RECOMMENDING AUTHORITY AS TO FUNDING	RECOMMENDING AUTHORITY AS TO PURPOSE	APPROVING AUTHORITY
CO	FMS / ASEC concerned	HOBS concerned	USEC concerned
FO	ARD / Unit concerned		RD

B. SPECIAL PROGRAMS, PROJECTS AND ACTIVITIES

		RECOMMENDING AUTHORITY AS TO FUNDING	RECOMMENDING AUTHORITY AS TO PURPOSE	APPROVING AUTHORITY
4Ps	Up to 25 M	Director, FMS	Project Manager	Deputy Project Director for Operations
	Up to P100M	ASEC for GASSG	Project Manager	Deputy Project Director for Operations
	More than P100M	USEC for GASSG	Deputy Project Director for Operations	National Project Director
Kalahi-CIDSS	Up to 25 M	Director FMS	Project Manager	Deputy Project Director for Operations
	Up to P100M	ASEC for GASSG	Project Manager	Deputy Project Director for Operations
	More than P100M	USEC for GASSG	Deputy Project Director for Operations	National Project Director
NHTS-PR	Up to 25 M	Director FMS	Project Manager	Deputy Project Director for Operations
	Up to P100M	ASEC for GASSG	Project Manager	Deputy Project Director for Operations
	More than P100M	USEC for GASSG	Deputy Project Director for Operations	National Project Director
Others		HOBS concerned and ASEC/Coach Monitor concerned		USEC concerned

IV. ADMINISTRATIVE PROCEDURES AND CASES

A. SHOW CAUSE ORDERS

	SIGNING AUTHORITY
CO	Secretary
FO	RD

B. FORMAL CHARGES ³⁵

		RECOMMENDING AUTHORITY	SIGNING AUTHORITY
CO	All personnel <i>except</i> presidential appointees	Investigating Officer; LS Director	Secretary
EO	Personnel above first level <i>except</i> presidential appointees	Investigating Officer; LS Director	Secretary
	First level personnel	Investigating Officer; ARD	RD

C. DECISIONS ³⁶

		RECOMMENDING AUTHORITY	SIGNING AUTHORITY
CO	All personnel <i>except</i> presidential appointees	Hearing Officer; LS Director	Secretary
FO	Personnel above first level <i>except</i> presidential appointees	Hearing Officer; LS Director	Secretary
	First level personnel	Hearing Officer; ARD	RD

³⁵ Administrative cases involving presidential appointees shall be referred to the appropriate government agency.

³⁶ Decisions issued by RDs imposing the penalty of removal from service shall be subject to approval by the Secretary.



V. STANDARDS BUREAU MATTERS

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

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Standards Bureau	Standards Bureau Director	USEC for IDG
FO	Standards Unit	TAD DC	RD

B. CERTIFICATE OF REGISTRATION AND LICENSE TO OPERATE OF SWAs

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Standards Bureau	Standards Bureau Director	USEC for IDG
FO	Standards Unit	TAD DC	RD

C. CERTIFICATE OF ACCREDITATION OF SWAs & SERVICE PROVIDERS

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Standards Bureau	Standards Bureau Director	USEC for IDG
FO	Standards Unit	TAD DC	RD

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

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Standards Bureau	USEC for IDG	Secretary
FO	Standards Unit	TAD DC	RD

E. AUTHORITY TO CONDUCT NATIONAL FUND RAISING CAMPAIGN

		RECOMMENDING AUTHORITY	APPROVING AUTHORITY
CO	Standards Bureau	USEC for IDG	Secretary
FO	Standards Unit	TAD DC	RD