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Department of Social Welfare and Development

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MEMORANDUM CIRCULAR

NO. 13

Series of 2012

SUBJECT: Amendments to M.C. No. 9, series of 2012
(Delegation and Delineation of Authority in the DSWD)

In the exigency of service, pursuant to agreements reached by the Executive Committee after due consultations with concerned offices and units, the following clarifications and amendments are hereby adopted in order to expedite the processing of documents pertaining to administrative, human resource, financial and internal auditing:

1. To include Below DC under OSEC Cluster with the Head Executive Assistant as the recommending authority and the Secretary as the approving authority on the following:
 - a. Designation of Officials and Employees (page 9)
 - b. Details and Transfers (page 9)
 - c. Transfer to Another Government Office (page 10)
2. On page 10 under Detail/Secondment to any Government or Private Organization, for all personnel under the OSEC Cluster, the recommending authority shall be the Head Executive Assistant and the approving authority shall be the Secretary.
3. On page 10, under Reassignment of personnel of the OSEC Cluster, the recommending authority shall be the Head Executive Assistant and the approving authority shall be the Secretary.
4. To include Division Chief and below under OSEC group with the HOBS concerned as recommending authority and the Head Executive Assistant as the approving authority on the following:
 - a. Leave Application (including terminal leave) (page 11)
 - b. Application for Retirement/Resignation (page 12)
5. On page 18, under the heading Requisition for Procurement – Request for Goods, Civil Works and Consulting Services, all requests for supplies and materials of OBS is hereby amended as follows:

		REQUESTING	CERTIFYING ¹		APPROVING			
CO	All requests for supplies and materials for Divisions and Units	Division Chief/ Unit Head concerned	Up to P1M	Director FMS and Director PS	Director concerned			
		Director concerned	More than P1M up to P25M	ASEC for GASSG	Up to P10M	ASEC concerned		
					Up to P25M	USEC concerned		
			More than P25M	USEC for GASSG	Up to P100M	USEC concerned		
				More than P100M	Secretary			
	All request for supplies and materials for the Office of Directors	Director concerned	Up to P1M	Director FMS and Director PS	ASEC concerned			
					More than P1M up to P25M	ASEC for GASSG	Up to P10M	ASEC concerned
							Up to P25M	USEC concerned
					More than P25M	USEC for GASSG	Up to P100M	USEC concerned
	More than P100M	Secretary						
All request for supplies and materials of OBS under OSEC	Division Chief/ Unit Head concerned	Up to P1M	Director FMS and Director PS	Director concerned				
	Director concerned	More than P1M up to P10M	ASEC for GASSG	HEA				
		More than 10M	USEC for GASSG	Secretary				

¹ Certification as to availability of funds and conformity with the approved Work and Financial Plan (WFP) and the APP and PPMP.

		REQUESTING	CERTIFYING ¹	APPROVING
	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

5. On page 20, the table under the heading Purchase Order/Letter Order/Job Order/Contract/Notice of Award/Notice to Proceed for the Procurement of Goods, Civil Works, and Consulting Services is hereby amended as follows:

	AMOUNT	RECOMMENDING	CERTIFYING	APPROVING AUTHORITY	
CO	Up to P10M	BAC	ASEC for GASSG	HOBS concerned	
	Up to P25M	BAC	ASEC for GASSG	ASEC concerned/HEA for OSEC group	
	Up to P100M	BAC	USEC for GASSG/Asec for GASSG for OSEC Group	USEC concerned/USEC for GASSG for OSEC Group	
	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

6. On page 23, Box B of Disbursement Voucher is amended as follows:

	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/ASEC for GASSG for OSEC Group
		Up to P100M	USEC concerned/USEC for GASSG for OSEC Group
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

However, considering that all Disbursement Vouchers shall also be approved by the Finance and Management Service (FMS) Director, for payments concerning the FMS itself, the approving authority for Box B of Disbursement Vouchers shall be the Assistant Secretary for General Administrative and Support Services in lieu of the FMS Director.

7. On page 25, the headings "REGULAR PROGRAMS, PROJECTS AND ACTIVITIES" and "SPECIAL PROGRAMS, PROJECTS AND ACTIVITIES" refers to **proposals** for the same.
8. On page 25, under Regular Programs, Projects and Activities, the approving authority for the OBS in the OSEC Group shall be the USEC for GASSG.

9. On page 24, for the CO, the countersigning authority for checks up to P100,000 shall be the Chief, Budget Division. The FMS Director shall signed checks more then P100,000 up to P10M.
10. On page 25 under Special Programs, Projects and Activities, OBS under the OSEC Cluster shall be included, to read:

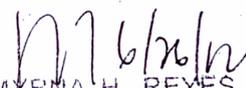
	RECOMMENDING AUTHORITY AS TO FUNDING	RECOMMENDING AUTHORITY AS TO PURPOSE	APPROVING AUTHORITY
OBS under OSEC	HOBS concerned and the Head Executive Assistant		USEC for GASSG

This Memorandum takes effect immediately, and revokes or amends previous issuances inconsistent herewith.

Issued this 26th of June 2012 in Quezon City.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit