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REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE MINISTER  
MANILA

23 January 1984

MINISTRY ORDER)

NO. 8 )  
Series of 1984 )  
x-x-x-x-x-x-x-x-x

TO ALL : Regional Directors  
District and City Engineers  
Others Concerned

SUBJECT : Delineation of the Finance Section into Two Separate Units, namely the Comptrollership Section and the Financial and Management Section

Pursuant to the pertinent provisions of Executive Order No. 710, dated July 27, 1982, creating the Ministry of Public Works and Highways (MPWH), and in order to make the organizational units of the Ministry's field offices specifically the District Offices more responsive to the tasks of implementing various infrastructure projects, the Finance Section is hereby delineated into the Comptrollership Section and the Financial and Management Section in all MPWH District Offices. The current functions and personnel of the Finance Section shall be delegated and distributed to the Financial and Management Section and Comptrollership Section, respectively.

The two (2) newly delineated sections shall perform the functions enumerated hereunder:

Comptrollership Section

1. Prepare and submit reports pertaining to Comptrollership and provide assistance to the Chief Civil Engineer on financial matters;
2. Maintain basic subsidiary accounting records and books of accounts as required by existing rules and regulations;
3. Certify availability of funds to liquidate obligations;
4. Process payroll, vouchers, requisitions and reports of collections and disbursements;
5. Prepare billings to national government agencies;
6. Monitor and evaluate the overall progress of implementation of infrastructure projects in the district; maintains records and statistics of physical and financial performance and prepares periodic reports thereof, in accordance with existing laws, rules and regulations;
7. Keeps official records of information on receipts, stock level, issuance and disposition of supplies, materials, equipment and other tangible assets of the district. Keeps and maintain historical data on repairs by means of frequent periodic inspections and surveys in compliance with inventory requirements and adherence to existing rules and regulations.

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8. Conduct inspection of supplies, equipment and other tangible assets of the district together with the representatives of the Financial and Management Section, end-users or requisitioner and conduct a periodic inventory of the same;
9. Sign ROAs after the Financial and Management Section has indicated the program, project, activity and KBI in the Request for Obligation of Allotment; and
10. Perform such other related functions as maybe assigned by higher authorities from time to time.

Financial and Management Section

1. Prepare the budget of the District;
2. Coordinate with the Planning Section and other offices concerned in preparing fund estimates and in the allocation of funds to support the District's plans and programs;
3. Prepare and maintain budgetary records of the District and submit financial and budgetary reports as required in various budget circulars;
4. Supervise the procurement of supplies, materials and equipment/ services requirement of the District Office, including custody and issuances thereof, the processing of applications for the pre-qualification of suppliers, issuance of corresponding Suppliers Identification Certificate (SIC), and signing of Invitations to Bid for procurement of supplies, materials and equipment to be approved/signed by the Chief Civil Engineer;
5. In accordance with Joint Circular 310 and Commission on Audit Circular No. 103, dated June 23, 1979, control fund utilization by indicating Program/Project/Activity and KBI Code in the Requests for Obligation of Allotment (ROA) and signs "Concurred by" of Section A thereof;
6. Supervise the cashiering activities of the District Office. Initial/sign all checks issued by the District Office in accordance with the authority as delegated by the Chief Civil Engineer. Handle the bank account (current) of the District Office;
7. Conduct periodic inventory of supplies, equipment and other tangible assets of the district in coordination with the Comptrollership Section in accordance with existing laws, rules and regulations; and
8. Perform such other related functions as may be assigned by higher authorities from time to time.

The Comptrollership Section and the Financial and Management Section shall have the following personnel complement illustrated hereunder :

1st CLASS DISTRICT OFFICE

<u>FINANCIAL AND MANAGEMENT SECTION</u>		<u>COMPTROLLERSHIP SECTION</u>	
One (1) Budget Officer I	R-63	One (1) Accountant III	R-63
One (1) Cashier II	59	One (1) Bookkeeper II	55
One (1) Supply Officer II	57	Two (2) Acctg. Clerk II	44
One (1) Property Custodian II	55		
One (1) Disbursing Officer	50		
	5		4

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2nd CLASS DISTRICT OFFICE

FINANCIAL AND MANAGEMENT SECTION

One (1) Budget Officer I	R-63
One (1) Cashier II	59
One (1) Supply Officer II	57
One (1) Disbursing Officer	50
<u>4</u>	

COMPTROLLERSHIP SECTION

One (1) Accountant III	R-63
One (1) Bookkeeper II	55
One (1) Acctg. Clerk II	44
<u>3</u>	

3rd CLASS DISTRICT OFFICE

FINANCIAL AND MANAGEMENT SECTION

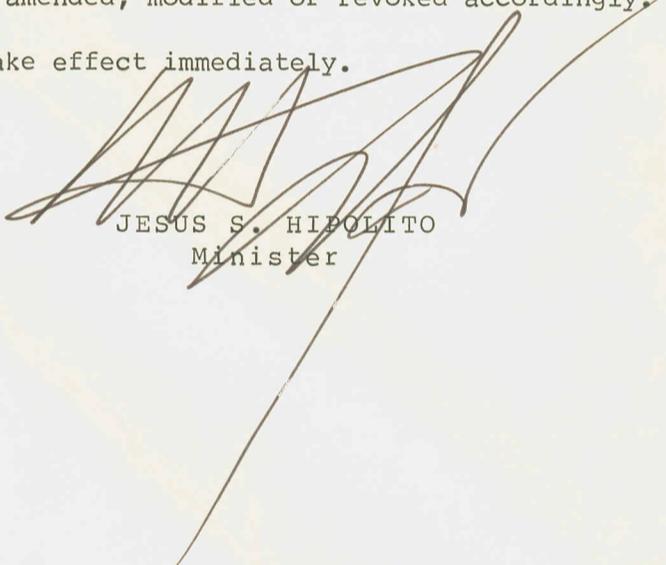
One (1) Budget Officer I	R-63
One (1) Cashier II	59
One (1) Property Custodian II	55
One (1) Disbursing Officer	50
<u>4</u>	

COMPTROLLERSHIP SECTION

One (1) Accountant III	R-63
One (1) Bookkeeper II	55
One (1) Acctg. Clerk II	44
<u>3</u>	

All existing ministry orders, memoranda, or circulars which are inconsistent herewith are hereby amended, modified or revoked accordingly.

This Ministry Order shall take effect immediately.

  
 JESUS S. HIPOLITO  
 Minister

