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Republic of the Philippines
Department of Public Highways
OFFICE OF THE SECRETARY
M a n i l a

July 16, 1976

DEPARTMENT ORDER)
NO. 20-B)
Series of 1976)
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SUBJECT: Further amendment to Department Order No. 20 dated September 12, 1974, as amended by Department Order No. 20-A, series of 1975, regarding officials authorized to sign correspondence and other official papers

In view of the promulgation of Presidential Decree No. 902 dated March 5, 1976 creating the Legal Service, in addition to other existing services and bureaus under this Department, Department Order No. 20, as amended, is further amended by delegating to the Director of the Legal Service authority to sign the following:

1. Clearance regarding administrative or criminal cases of officials and employees of the Department, including the bureaus, regions and district and city offices under it, for purposes of appointment, leave, retirement, resignation, transfer and applications for loans with the Government Service Insurance System;
2. Approval of itineraries of travel of employees, trip tickets and gasoline allocations needed by the Legal Service;
3. Recommendation for approval of appointments and applications for leave of absence of employees under the Service;
4. Recommendation for approval of vouchers for payment of supplies, materials, services, spare parts, office equipment and other expenditures of the Service, including requests for obligation of allotment thereof;
5. Approval of daily time records, payrolls and vouchers for travel and transportation expenses and emergency salaries and wages of employees under the Service;
6. Telegrams, letters and other correspondence being sent to regional, district and city offices pertaining to legal matters;
7. Letters of transmittal or referral to offices concerned regarding employees' claims for compensation and other related benefits and administrative cases or complaints against officials and employees of regional, district and city offices and bureaus under the Department;
8. Correspondence pertaining to other matters as may be delegated by the Secretary from time to time.

The Assistant Director will sign all routinary correspondence as may be delegated by the Director of the Service and in the absence of the latter, the former shall sign for him.

The Chiefs of the Divisions under the Service will sign:

1. Certificate No. 2 for salaries, wages and traveling expenses of employees under each respective division;

[Handwritten signature]


2. In the absence of the Chiefs of the Divisions, the Assistant Chiefs will sign.

The Director of the Legal Service shall sign as follows:

"By authority of the Secretary:

Director
Legal Service"

This Department Order supersedes and/or modifies any provision of Department Order No. 20-A which is inconsistent therewith.


BALTAZAR AQUINO
Secretary

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