

Republic of the Philippines
Department of Public Highways
SOILS AND MATERIALS QUALITY CONTROL SERVICE
Sta. Lucia St., Intramuros, Manila

September 7, 1976

DEPARTMENT ORDER)

No. 20-E
Series of 1976)

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SUBJECT: Further Amendment to Department Order No. 20 dated Sept. 12, 1974, as amended by Department Order Nos. 20-A and B, series of 1975 and Department Order Nos. 20-C and D, series of 1976. Re: officials authorized to sign correspondence and other official papers.

In view of the promulgation of Presidential Decree No. 986 dated August 26, 1976, creating the Soils and Materials Quality Control 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 Soils and Materials Quality Control Service authority to sign the following:

1. Approval of itinerary of travel, trip tickets and gasoline allocation of employees of the Service;
2. Approval of daily time records, payrolls and vouchers for travel and transportation expenses, and salaries and wages of employees of the Service;
3. Approval of requests from Regional, District, Construction Project and Private Offices for scheduling of and attendance in training course in Soils Engineering and Materials Quality Control, which is conducted regularly by the Service;
4. Recommend approval of typical roadway cross-sections of highway plans which are submitted by the Directors of Bureaus or Services in the Department;
5. Approval of requests from Regional, District, City, and Construction Project Offices to furnish quality control laboratory testing equipment;
6. Recommendation for approval of appointments and applications for leave of absence of employees of the Service;
7. Recommendation for approval of requisition and issue vouchers for supplies and materials, as well as quality control laboratory testing equipment needed by the Service;
8. Recommendation for approval of vouchers for payment of supplies, materials, services, office equipment, quality control laboratory testing equipment, and other expenditures of the Service, including requests for obligation of allotment thereof;
9. Recommendation for the assignment or detail of materials quality control personnel in construction projects;
10. Recommendation for approval of Staffing Pattern of the Soils and Materials Division/Section of Regional, District, City or Construction Project Offices;

11. Recommendation for approval of plantilla for Soils and Materials Quality Control personnel of Regional, District, City, and Construction Project Offices;
12. Telegrams, letters, and other correspondence, being sent to Regional, District, City and Construction Project Offices, and offices outside of the Department pertaining to the Soils and Materials Quality Control Service;
13. Certificate of satisfactory completion of training in Soils Engineering and Materials Quality Control;
14. Materials Quality Control certification upon completion of a construction project;
15. Clearance on property and financial accountability of employees of the Service;
16. Clearance on financial accountability of private contractors or outside offices pertaining to laboratory testing fees, equipment rental and materials quality control services;
17. Test reports on construction materials submitted to the Materials Testing Central Laboratory of the Service;
18. Statement of Accounts and Bill of Charges for materials quality control tests and/or services rendered to private contractors, as well as to government and private offices; and
19. Correspondence pertaining to other matters as may be delegated by the Secretary from time to time.

The Director of the Soils and Materials Quality Control Service shall sign as follows:

"By authority of the Secretary:

Director
Soils and Materials Quality Control Service"

The Assistant Director shall sign all routinary correspondence and other papers 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 shall sign Certificate No. 2 for salaries, wages and traveling expenses of employees under each respective division and in the absence of the Chiefs of the Divisions, the Assistant Chiefs shall sign.

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

No.	Initials
..... Secretary
..... Chief, Adm. Services
..... Chief, P&M Services
..... Personnel Division
..... Director, B C M
..... Asst. Director, B C M
..... Chief, Adm. Division
..... Chief, Soils & Mottls Service
..... Records Section
Sender

9/8

BALTAZAR AQUINO

Secretary

9/9/76

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Republic of the Philippines
Ministry of Public Highways
OFFICE OF THE MINISTER
M a n i l a

December 15, 1978

MINISTRY ORDER)
NO. 20-E)
SERIES OF 1978)
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SUBJECT: Further amendment to
Ministry (Department)
Order No. 20 dated
September 12, 1974,
as amended: Re-offi-
cial in the Central
Office authorized to
sign official papers.

In order to further decentralize and simplify action on personnel matters, and pursuant to the provisions of Sub-paragraph E, Section 6 of Presidential Decree No. 458, the following function is hereby delegated to the Directors/Chiefs of Services, in addition to their functions mentioned in Ministry (Department) Order No. 20, as amended, and other issuances:

Approval of all applications for leave of absence (including commutation thereof) filed by casual/daily wage employees and contractual employees with leave privileges, except leaves of absence for purposes of travel abroad, which shall be approved by the Office of the President.

In the case of Project Offices presently not under the supervision of the Special Projects Service, the above-mentioned function shall be performed by the Executive Director concerned. The application for leave shall be processed by the offices concerned, and the officials shall approve the same as follows:

By authority of the Minister:

Director/Chief of Service

In the above cases, the Personnel Division shall be furnished copies of the approval or action taken by the approving authority, for purposes of review and post audit.

This Ministry Order shall take effect immediately.

[Signature]
DATTALAR AQUINO
Minister
[Signature] 12/15/78
[Signature] 12/15/78