



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

27 September 1985

MINISTRY ORDER

NO

32

Series of 1985

SUBJECT: Omnibus Delegation of
Authorities to Officials
of the Ministry of Public
Works and Highways

Pursuant to the provisions of Executive Order No. 710, creating the Ministry of Public Works and Highways, and in accordance with the provisions of Presidential Decree No. 1 (Integrated Reorganization Plan), Letters of Instructions Nos. 448, 895, and 1324, as well as other existing laws and relevant issuances, the following administrative and substantive authorities are hereby delegated to the respective officials enumerated hereunder:

I. DEPUTY MINISTERS

Limits of Authority

1. Approval of programs of work and agency estimates for construction projects, except equipment shops.
(Deputy Minister, CQC) - - - - - ₱10,000,000
2. Approval of plans of construction projects; plans, programs of work and agency estimates for restoration and maintenance projects; plans, programs of work and agency estimates for the construction of equipment shops and for repair or maintenance of equipment and annual procurement programs for equipment and spare parts.
(Deputy Minister, MED) - - - - - ₱10,000,000
3. Approval of awards, contracts, suspension of work, extensions of contract time and termination/rescission of contract for infrastructure projects, except negotiated contracts. ₱5,000,000
 - a. Feasibility Study
(Deputy Minister, PAF)
 - b. Detailed engineering, road restoration and maintenance, and construction of equipment shops.
(Deputy Minister, MED)
 - c. Construction works and construction supervision.
(Deputy Minister, CQC)
4. Approval of change orders, extra work orders for contracts under #3 above, per contract.
(Deputy Minister concerned) - - - - 25% of original contract cost

Limits of Authority

5. Entering into contracts for infrastructure projects.
(Deputy Minister concerned)

a. Locally funded - - - - -	P15,000,000
b. Foreign assisted - - - - -	P60,000,000

6. Approval of requests to undertake projects by administration, per project.
(Deputy Minister concerned) - - -

P3,000,000

7. Approval of Deeds of Sale and vouchers for right-of-way site.
(Deputy Minister concerned) - - -

P1,000,000

Checks/warrants for payment of right-of-way/site not exceeding P1,000,000 per claim shall be signed by the Deputy Minister concerned, to be countersigned by either of the other Deputy Ministers. Checks/warrants in excess of P1,000,000 shall be signed by the Deputy Minister concerned and countersigned by the Minister.

8. Approval of vouchers and signing of checks/warrants for advance payment of contracts not exceeding P5,000,000 (Deputy Minister concerned) to be countersigned by either of the other Deputy Ministers. For contracts exceeding P5,000,000, Deputy Minister concerned shall approve the voucher and sign checks/warrants to be countersigned by the Minister.

9. For projects with a contract cost of more than P5,000,000, the statements of work accomplished and vouchers for the first and final payments shall be approved by the Minister. The checks/warrants therefor shall be signed by the Deputy Minister concerned and countersigned by the Minister.

For intermediate progress billings for these projects, the statements of work accomplished and the vouchers shall be approved by the Deputy Minister concerned, and the checks/warrants shall likewise be signed by the Deputy Minister concerned to be countersigned by any of the Deputy Ministers.

10. Approval of PERT/CPM for projects.
(Deputy Minister concerned) - - - - -

No limit

Limits of Authority

11. Approval of contract price escalation, including approval of voucher and signing of checks/warrants therefor by the Deputy Minister concerned, to be countersigned by either of the other Deputy Ministers, per claim - - - - - ₱2,000,000

For claims in excess of ₱2,000,000, the checks/warrants shall be signed by the Deputy Minister concerned, but the Minister will approve the price escalation and the voucher and countersign the checks/warrants.
12. Approval of RIV's, Invitations to Bid, Purchase Orders (PO's) and contracts including negotiated purchase for supplies and materials, equipment, spare parts and services for infrastructure projects undertaken by administration. (Deputy Minister concerned) - - - - - ₱500,000
13. Approval of RIV's, Invitations to Bid, PO's and contracts including negotiated purchase for office supplies, materials, office equipment and services for office operations. (Deputy Minister, PAF) - - - - - ₱300,000
14. Approval of requests to conduct sealed canvass in the Central Office to procure office supplies, materials, office equipment, services for office operations and for infrastructure projects undertaken by administration. (Deputy Minister concerned) - - - - - ₱300,000
15. Approval of vouchers and signing of checks/warrants for claims specified under Item Nos. 12 and 13. (Deputy Minister concerned) - - - - - Same Limits
15. Checks/warrants signed by Deputy Minister concerned shall be countersigned by another Deputy Minister.
16. Approval and signing of all documents pertaining to opening of Letters of Credit (Deputy Minister concerned) - - - No Limit
17. Approval of memo-request for release of MPWH project funds. (Deputy Minister concerned) - - - - - ₱10,000,000
18. Signing of request to the Office of Budget and Management for fund releases. (Deputy Minister, PAF) - - - - No Limit
19. Approval of designation of Special Collecting/Disbursing Officers, request for bonding of accountable

officials and deputation of officials to sign/countersign checks/warrants.
(Deputy Minister, PAF)

20. Signing of original and promotional appointments below the rank of Division Chief and other positions of equivalent rank.
(Deputy Minister concerned)
21. Approval of applications for vacation/sick/maternity/terminal leaves, including commutation of payments thereof, of Service Chiefs, Assistant Bureau Directors, Assistant Regional Directors or personnel of equivalent rank.
(Deputy Minister concerned)
22. Approval of requests for overtime services and authority to collect honoraria of personnel.
(Deputy Minister concerned)
23. Approval of requests for transfer, detail, resignation, reinstatement, retirement and benefits under Sec. 699 of the Revised Administrative Code, as amended, of personnel below the rank of Division Chief.
(Deputy Minister concerned)
24. Approval of local travel orders, itineraries of travel and disbursement vouchers therefor, of Assistant Ministers, Bureau Directors, Project Managers and Project Engineers.
(Deputy Minister concerned)
25. Approval of certificates of clearance of property and/or money accountability of personnel with the rank of Division Chief and higher.
(Deputy Minister concerned)
26. Approval of requests to hire casual/daily wage/contractual employees in the Central Office including the Project Management Offices.
(Deputy Minister concerned)
7. Action on all COA audit reports.
(Deputy Minister concerned)

In the absence of any of the Deputy Ministers, the authorities herein delegated may be exercised by the Deputy Minister duly authorized by the Minister on a case-to-case basis.

II. ASSISTANT MINISTERS

- A. The Assistant Ministers shall exercise the following authorities within their respective jurisdictions:
1. Issuance of travel orders and approval of itineraries for local travel of their personnel.
 2. Approval of applications for vacation/sick/maternity/terminal leaves, including commutation of payments thereof, of personnel below the rank of Service Chief.
 3. Signing of original and promotional appointments of personnel below the rank of Section Chief.
 4. Approval of vouchers for payment of duly approved gratuity claims, retirements, state compensation benefits and/or reimbursements of medical expenses under Section 699 of the Revised Administrative Code, as amended.
 5. Issuance of communications/instructions to field offices requesting information/data and actions on all communications pertaining to the functions of their respective offices which do not involve policy matters or require exercise of discretion by the Minister or Deputy Ministers.
 6. Issuance of Certificates of Appearance to field personnel duly authorized to transact official business with their respective offices.
 7. Recommendation for approval of requisitions for procurement of office supplies and equipment, spare parts, materials and hiring of services in excess of ₱2,000 including signing of requests for obligation of allotment (ROA) therefor.
 8. Approval of requisition for office supplies and equipment, spare parts and materials needed in the operation of their respective offices to be taken from stock.
 9. Approval of Certificates of Clearance of property and/or money accountability of their respective personnel below the rank of Division Chief.
 10. Countersigning of checks/warrants signed by their respective Service Chiefs.
- B. The Assistant Ministers shall likewise sign papers and documents pertaining to the duties and functions of their respective offices, as follows:

Limits of Authority

1. ASSISTANT MINISTER FOR ADMINISTRATION

- a. Signing of plantilla of personnel.
- b. Signing of all appointment documents for temporary, contractual or casual employees, subject to prior approval of the corresponding request to hire by the Deputy Minister concerned or the Minister.

Limits of Authority

2. ASSISTANT MINISTER FOR COMPTROLLERSHIP

- a. Transmittal of remittances to the GSIS, BIR and other agencies and/or collection notices of receivables from other offices.
- b. Transmittal of financial reports required by other agencies of the government and notation/concurrence of said reports including approval of all Journal Vouchers.
- c. Signing of Sub-Allotment Advices, CDC's/JV's covering fund releases, including inter-agency fund transfers, jointly with Assistant Minister for Finance & Management.
- d. Approval jointly with the Assistant Minister for Finance & Management, memo-requests for MPWH Project Fund sub-releases (SAA-Sub-CDC) - - - - ₱5,000,000
- e. Concurrence on Certificates of Availability of Funds issued by the Chief Accountant, and witnessing of contracts.
- f. Approval of vouchers and countersigning of checks/warrants covering cash advances for payment of salaries and wages for employees, and of supplies, materials, office equipment and services in the Central Office.
- g. Countersigning of checks/warrants for fund transfers to MPWH field offices or to other agencies.

3. ASSISTANT MINISTER FOR FINANCE & MANAGEMENT

- a. Signing of requests to Office of Budget and Management for fund releases. - - - - - ₱1,000,000
- b. Approval of requisitions, Invitations to Bid, Purchase Orders, including negotiated purchase for the procurement of supplies, materials, equipment and services for projects undertaken by administration and for office operations not exceeding ₱100,000 per RIV.
- c. Approval of vouchers and signing of checks covering payment of supplies, materials, office equipment and services not exceeding ₱100,000.

- d. Signing of all checks/warrants covering cash advances for payment of salaries and wages of employees in the Central Office and checks covering withdrawals from trust funds.
 - e. Signing of checks/warrants for progress billings covering intermediate payments for projects in amount not exceeding ₦500,000. In this case, the Deputy Minister concerned approves vouchers and countersigns checks/warrants.
 - f. Signing of Sub-Allotment Advices/CDC's/JV's covering fund releases, including inter-agency fund transfers, jointly with Assistant Minister for Comptrollership.
 - g. Approval, jointly with the Asst. Minister for Comptrollership, memo-request for MPWH Project Fund sub-releases (SAA-Sub-CDC) up to ₦5,000,000.
 - h. Approval of vouchers and signing of checks/warrants for fund transfer to MPWH field offices or to other agencies.
 - i. Approval of the disposal of waste materials like worn-out parts, unserviceable batteries and tires, scrap iron, etc. in an amount not exceeding ₦50,000 per disposal pursuant to Sections 76 and 79 of PD 1445.
4. ASSISTANT MINISTER FOR LEGAL AFFAIRS
- a. Signing of Certificates of Clearance for pending administrative and/or criminal cases of all employees of the Ministry for purposes of terminal/vacation leave, transfer, retirement, resignation, promotion, travel abroad, etc.
 - b. Approval of all Deeds of Absolute Sale of lots not exceeding ₦500,000 per claim and approval of vouchers and signing of checks/warrants therefor for Central Office payments, to be countersigned by Deputy Minister concerned.

Limits of Authority

5. ASSISTANT MINISTER FOR MANPOWER DEVELOPMENT

- a. Attestation of Training Certificates signed by the Minister.
- b. Approval of Training Programs prepared by Regional and District Offices.

6. ASSISTANT MINISTER FOR PLANNING

- a. Approval of development plans, feasibility studies and preliminary engineering programs in accordance with existing MPWH standards and policies.

III. BUREAU DIRECTORS

A. The Bureau Directors shall exercise the following authorities within their respective jurisdictions:

1. Entering into contracts for infrastructure projects - - - - - ₱5,000,000
2. Issuance of travel orders and approval of itineraries for local travel of their personnel.
3. Approval of applications for vacation/sick/maternity/terminal leaves of absence including commutation of payments thereof of their personnel below the rank of Assistant Bureau Directors.
4. Signing of original and promotional appointments of personnel below the rank of Section Chief.
5. Approval of vouchers for payment of duly approved retirement, gratuities, state compensation benefits and/or reimbursements of medical expenses under Section 699 of the Revised Administrative Code, as amended.
6. Issuance of communications to field offices requesting information or data and actions on all communications pertaining to the functions of their respective bureaus which do not involve policy matters or require exercise of discretion by the Minister or Deputy Ministers.

Limits of Authority

7. Issuance of Certificates of Appearance to field personnel duly authorized to transact official business with their respective Bureaus.
 8. Recommendation for approval of requisitions for procurement of office supplies and equipment, spare parts, materials, and hiring of services in excess of ₱2,000, including signing of requests for obligation of allotment (ROA) therefor.
 9. Approval of requisitions for office supplies and equipment, spare parts and materials needed in the operation of their respective bureaus to be taken from stock.
 10. Approval of Certificates of Clearance of property and/or money accountability of their personnel below the rank of Division Chief.
 11. Countersigning of checks/warrants signed by Assistant Bureau Directors.
- B. The Bureau Directors shall likewise sign papers and documents pertaining to the functions of their respective offices, as follows:
1. DIRECTOR (BUREAU OF CONSTRUCTION)
 - a. Approval of programs of work of infrastructure projects, per program - - - - - ₱5,000,000
 2. DIRECTOR (BUREAU OF DESIGN)
 - a. Approval of plans and specifications of all infrastructure projects, per plan - - - - - ₱5,000,000
 3. DIRECTOR (BUREAU OF EQUIPMENT)
 - a. Approval of annual procurement and maintenance/rehabilitation programs of Regional Equipment Services, per program - - - - - ₱5,000,000
 - b. Approval of RIV's, PO's, Invitations to Bid, for spare parts of construction/maintenance equipment, shop supplies, materials and services related thereto.
 - c. Approval of negotiated purchase for services, furnishing supplies, materials and spare parts needed for construction and maintenance equipment, repair and rehabilitation, except consultancy services - - - ₱100,000

Limits of Authority

- d. Approval of the disposal of waste materials like worn-out parts, unserviceable batteries and tires, scrap iron, etc. in an amount not exceeding ₱50,000 per disposal, pursuant to Sections 76 and 79 of PD 1445.

4. DIRECTOR (BUREAU OF MAINTENANCE)

- a. Approval of maintenance/repair and restoration programs or plans prepared and submitted by field offices, per program/plan - - - ₱5,000,000

5. DIRECTOR (BUREAU OF MATERIALS AND QUALITY CONTROL)

- a. Issuance of certificates attesting that all materials incorporated in a project have been tested and conform to the required quality and specification.

IV. SERVICE CHIEFS & ASSISTANT BUREAU DIRECTORS

- A. The Service Chiefs and Assistant Bureau Directors shall exercise the following authorities within their respective jurisdictions:

- 1. Approval of applications for vacation/sick/maternity/terminal leaves including commutation of payments therefor of personnel below the rank of Section Chief.
- 2. Approval of trip tickets and fuel allocation.
- 3. Approval of daily time records and certification of overtime services of Division Chiefs.
- 4. Recommendation for approval of requisitions, purchase orders and contract for the acquisition of supplies and materials, office equipment, spare parts and services in amounts not exceeding ₱2,000 per RIV, including signing of corresponding ROA's.
- 5. Approval of requisition for office supplies, materials, or office equipment needed in the operation of their respective offices/bureaus to be taken from stock.
- 6. Signing of requests for Obligation of Allotment (ROA), checks/warrants covering payment of salaries, wages, traveling expenses, overtime/honoraria, leaves, commutable allowances/cost of living allowance, retirement, gratuities and other benefits and approval of vouchers thereof, except vouchers for payment of retirement, gratuities and other benefits.

- B. The following Service Chief shall likewise sign papers and documents pertaining to the functions and duties of her office, as follows:

1. SERVICE CHIEF (FINANCE AND MANAGEMENT)

- a. Approval of requisitions, invitations to bid, purchase orders and contracts including negotiated purchase for

office supplies, office equipment, spare parts and services in amounts not exceeding ₱2,000 per RIV.

- b, Approval of vouchers and signing of checks covering payment of supplies, materials, office equipment, spare parts and services not exceeding ₱5,000.

V. REGIONAL DIRECTORS

The following functions and duties are hereby delegated to the Regional Directors:

A. Administrative Authorities

1. Signing of appointments of personnel below the rank of division chief; approval of temporary, casual and contractual appointments of employees in the regional office and district/city engineering offices in the region; and approval of resignations of personnel below the rank of division chief, except for accountable officers and employees.

It is understood that personnel with pending formal administrative charges shall not be allowed to resign pending the termination and decision of the cases against them.

2. Approval of transfers of personnel within the jurisdiction of the regional office: Provided, That in cases of inter-regional transfers which shall be made by higher authorities, the same shall be done in consultation with the regional directors concerned; approval of details of personnel within their jurisdiction, in the interest of the service, provided that detail of personnel with the rank of division chief and above shall be subject to approval by the Minister.

It is understood that transfer of personnel can only be effected upon approval of a revised plantilla by the appropriate authorities.

3. Approval of application for vacation/sick leave of absence for a period not exceeding one (1) year, as well as application for maternity/terminal leave of absence including commutation thereof, of employees in the regional office and district/city engineering offices below the rank of division chief; vacation/sick leave of absence for a period not exceeding one (1) month and maternity leave including commutation thereof of division chiefs or their equivalent rank.
4. Approval of applications of personnel for permission to teach, exercise a profession, or engage in business outside of office hours.

5. Granting of merit increases to deserving employees from funds allocated to the regional offices for this purpose.

It is understood that recommendations to grant merit increases shall be evaluated by the Committee created for this purpose, and the grant of such increases shall be subject to the availability of funds of the region appropriated for this purpose.

6. Approval of requests for authority to render overtime services in the regional office and the different district/city engineering offices whenever the exigency of the service requires, provided that requests for authority to render overtime by the hour shall

be subject to the approval of the Minister or the Deputy Minister concerned.

7. Issuance of travel orders and approval of itineraries of travel of personnel of the regional office; approval of travel orders and itineraries of travel of personnel in the district/city engineering offices outside of their district or city.
8. Issuance of authority to personnel to attend conference or seminars and non-degree training programs within the region, subject to availability of funds and existing rules and regulations.
9. Approval of claims for benefits under Section 699 of the Revised Administrative Code, subject to the availability of funds.

The processing of such claims for benefits shall be in accordance with the unnumbered Memorandum Circular of the Executive Office dated July 10, 1956. Furthermore, in the absence of a medical clinic in the different regions, such claims shall be referred to any government physician in the region or district for analysis and evaluation as to whether the injury or sickness, basis of the claim, is service connected.

10. Investigation of administrative complaints involving officials/employees of the regional office and in the different district/city engineering offices within the region, provided that the report with appropriate recommendation shall be submitted to the Office of the Minister for decision.
11. Decide and impose penalties on administrative cases involving offense where the penalty is reprimand, suspension without pay for not more than five (5) days, or a fine equivalent to not more than five (5) days' salary.

Copies of complete records of all administrative cases investigated and decided by Regional Directors shall be furnished the central office for record purposes and/or for review and evaluation in cases of appeal by respondents.

12. Suspend employees for not more than 30 days for causes provided by law.

If the investigation or decision of the administrative case of an employee or official, who has been preventively suspended for 30 days, will last more than 30 days, request for extension of his preventive suspension shall be submitted to the Minister for appropriate action.

13. Prepare and submit budget proposals for the region to the central office and administer the budget of the regional office.
14. Authorize the allocation of funds to provincial/district offices.
15. Approve requisitions for supplies, materials and equipment subject to central office approval of a supply procurement program.

The supply procurement program to be submitted by district and regional offices shall indicate the supplies, materials or equipment that are locally (region or district) available. Before procurement of any supply, material or equipment is made, the Regional Director shall verify with the central office if these items are available in stock. Procurements shall be made only if such items are certified as not available in stock in the central office and are locally available. Procurement of

construction/maintenance materials and equipment, including spare parts, shall continue to be governed by Ministry Order No. 65, series of 1982.

16. Approval of requisitions, invitations to bid, awards and purchase orders for office supplies and materials, equipment, spare parts and services in an amount not exceeding P100,000 per requisition, as well as approval of vouchers and countersigning of checks/warrants for payment therefor, provided that the items requisitioned are included in the approved procurement program and are not covered by any existing ban.
17. Approval of requisitions, invitations to bid, awards and purchase orders for locally available construction materials, with an estimated cost of less than P2,000,000, provided that same is included in the approved program of work and same is covered by an authority to undertake by administration.
18. Acceptance of donations of real property to be used by MPWH offices in the region.
19. Enter into agreement with other government and private agencies in the implementation of government program thrusts at the regional level.

It is understood that if such agreements involve transfer of funds to, or use of funds by, those government or private agencies, such agreements shall be submitted for approval by the Minister.

20. Engage the services of consultants for specific services requiring expertise on specific fields.

Before engaging the services of consultants, the Regional Director shall first consult with the central office, to determine whether the Ministry has no in-house capability to provide the specific services or expertise needed in the region.

21. Approval of Certificates of Clearance of property and/or money accountability of their personnel below the rank of Division Chief/Assistant District Engineer/District Engineer.
22. Promulgate administrative issuances pertaining to the regional level.

It is understood that all such issuances shall be consistent with existing ministry policies, rules and regulations.

B. Substantive Authorities

1. Approval of negotiated contracts for services, except for consultancy services, and negotiated purchase of supplies, materials, equipment and spare parts involving an amount not exceeding P100,000 within a given quarter, provided that a single purchase shall not exceed P25,000.
2. Approval of awards/contracts, bid in the district, for projects costing more than P150,000 but not exceeding P500,000; awards of contracts for projects bid in the region costing not more than P3,000,000, provided that the contract therefor shall be submitted to the Deputy Minister concerned for approval; suspension of work/extension of contract time, change orders and extra work orders therefor, provided that the cumulative cost of such variation orders does not exceed 25% of the original contract cost, and termination/rescission of contracts.

3. Approval of vouchers and countersigning of checks/warrants for payment of projects payable in the region, including payment of contract price escalation previously approved by the Minister or the Deputy Minister concerned; approval of vouchers for payment of projects payable in the district/city engineering offices exceeding P100,000 per claim. The Assistant Regional Director or, in his absence, the Regional Engineering Coordinator shall sign the checks/warrants for projects payable in the region; and the Assistant District/City Engineer or, in his absence, the Chief of the Construction/Maintenance Section shall sign checks/warrants for projects payable in the district or city.
4. Approval of deeds of sale of right-of-way lots/sites acquired by the regional office and the district/city engineering offices not exceeding P300,000 per claim, and agreements to demolish improvements thereon regardless of cost; signing of deeds of sale for right-of-way lots/sites acquired by the regional office with a cost of more than P300,000 per claim which shall be submitted to the Ministry for approval. Upon approval of the corresponding deeds of sale either by the Regional Director or the Minister, same shall be returned to the office of origin for payment.
5. Approval of requests for authority to undertake projects by administration with an estimated cost not exceeding P500,000.00, provided that the equipment rental based on the program of work shall be obligated and remitted to the Central Office based on actual utilization.
6. Approval of individual programs of work, plans, PERT/CPM and agency estimates for projects with an estimated cost exceeding P500,000 but not more than P3,000,000.
7. Bid, award and enter into contract for infrastructure projects with an estimated cost exceeding P500,000 but not more than P3,000,000, subject to approval by the Deputy Minister concerned.
8. Enter into and approve negotiated contract regardless of project category provided the cost is less than P300,000.00.

The provisions of PD 1594 on negotiated contracts shall be strictly followed in entering into negotiated contracts. Copies of all negotiated contracts entered into by the region shall be furnished the Ministry within ten (10) days from date of execution, for purposes of audit as to compliance with the requirements on negotiated contracts. Splitting of projects to circumvent the ceiling of delegated authority is strictly prohibited.

9. Approval of allocation and placement of equipment, together with the corresponding rental orders within the region.
10. Conduct traffic studies and other researches geared at improving highway facilities, traffic flow with control and highway safety.

These studies and researches shall be undertaken in accordance with guidelines and standards issued by the central office, and copies of reports thereon shall be furnished the central office.
11. Prepare and conduct economic and technical feasibility studies of road projects except those proposed to be funded out of the proceeds of loans.

The Regional Office is also authorized to undertake these studies for other public works projects. These studies shall be carried out in accordance with guidelines and standards issued by the central office. Reports on economic and technical feasibility studies conducted by the region shall likewise be furnished the central office.

12. Conduct preliminary engineering and identify alternative alignment of road projects except those proposed to be funded out of the proceeds of loans.

The Regional Office is also authorized to undertake preliminary engineering and identify alternative designs of other public works projects. These activities shall be carried out in accordance with guidelines and standards issued by the central office. Reports on these activities shall be furnished the central office.

13. Conduct comprehensive geological investigations and researches on potential waterworks resources.

These investigations and researches shall be undertaken in accordance with guidelines and standards issued by the central office.

14. Prepare plans, designs, specifications and cost estimates on projects pertaining to buildings and artesian wells.

These plans, designs, specifications and cost estimates may include projects pertaining to highways, portworks, flood control and other public works projects in accordance with guidelines furnished by the central office.

15. Plan and program wells proposed for drilling.

The Regional Office is also authorized to plan and program the development of springs for water supply. The planning and programming activities shall be undertaken in accordance with guidelines and standards issued by the central office.

The administrative authorities herein delegated to Regional Directors may, when the exigency of the service demands, be re-delegated to District/ City Engineers, provided that such re-delegation shall be in writing.

VI. DISTRICT AND CITY ENGINEERS

- A. The District and City Engineers shall exercise the following authorities within their respective jurisdictions:

1. Approval of plans, programs of work, agency estimates and PERT/ CPM's for projects with an estimated cost not exceeding ₱500,000.00.
2. Approval of awards/contracts, bid in the district, for projects costing not more than ₱150,000, suspension of work/extension of contract time, change orders and extra work orders therefor, provided that the cumulative cost of such variation orders does not exceed 25% of the original contract cost, and termination/ rescission of contract.

3. Approval of vouchers and countersigning of checks not exceeding ₦100,000 for payment of projects payable in the district/city; countersigning of checks in excess of ₦100,000 for payment of projects payable in the district/city, subject to prior approval of the corresponding vouchers therefor by the Regional Director concerned.
4. Approval of requisitions, invitations to bid, awards and purchase orders for office supplies, materials, equipment and spare parts in an amount not exceeding ₦50,000 per requisition as well as approval of disbursement vouchers and signing of checks/warrants for payment therefor, provided that the items requisitioned are included in the approved procurement program and are not covered by any existing ban.
5. Approval of negotiated contracts for services, except for consultancy services, and negotiated purchase of supplies, materials, equipment and spare parts, involving an amount not exceeding ₦20,000 within a quarter, provided that a single purchase shall not exceed ₦5,000.
6. Approval of deeds of sale of right-of-way lots/sites not exceeding ₦100,000 and agreement to demolish improvements thereon not exceeding ₦100,000; signing of same documents in excess of the above-mentioned limits.
7. Approval of vouchers and countersigning of checks/warrants for payment of right-of-way sites/improvements thereon not exceeding ₦100,000 per claim. The Assistant District/Assistant City Engineer shall sign the checks/warrants.
8. Approval of application for leave of absence for a period not exceeding one (1) month, including commutation thereof, of personnel under them.
9. Bid, award and enter into contract for infrastructure projects with an estimated cost not exceeding ₦500,000 subject to approval by the Regional Director.
10. Approval for disposal of waste materials like worn-out parts, unserviceable batteries and tires, scrap irons, etc. in an amount not exceeding ₦10,000 per disposal, pursuant to Sections 75 and 79 of P.D. 1445.

VII. DIVISION CHIEFS

- A. The Division Chiefs shall exercise the following authorities within their respective jurisdictions:
 1. Approval of daily time records and signing of certification of overtime services.
 2. Signing of Certificate No. 2 of disbursement vouchers for payment of travelling expenses.
 3. Signing of Certificate No. 3 of disbursement vouchers for payment of leaves and salaries, honoraria/overtime, commutable and living allowances and other related benefits.
 4. Signing of requisitions for office supplies, materials and office equipment needed in the operation of their respective offices to be taken from stock.

- B. The following Division Chiefs shall likewise sign Certificate No. 3 of Disbursement Voucher for payment of goods:
1. Chief, Property and Procurement Division - for goods procured and paid in the Central Office.
 2. Chief, Finance Division - for goods procured and paid in the regional offices.

VIII. PROJECT MANAGEMENT OFFICES

The following powers, functions and duties are hereby delegated to the Project Managers (PM's) and Project Engineers (PE's) who are heads of Project Management Offices (PMO's) insofar as the projects and operations assigned to their respective PMO's are concerned:

A. <u>Variable Authority</u>	<u>PM IV</u>	<u>PM III</u>	<u>PE II</u>	<u>PE I</u>
1. Approval of programs of work, PERT/CPM networks, and agency estimates for every infrastructure project with an estimated cost of not more than -	₱3,000,000	₱2,000,000	₱1,000,000	₱500,000
2. Bidding of projects under PMO's shall be undertaken by the MPWH Central PBAC or the Regional PBAC, as the case may be, with a representative of the PMO concerned sitting as member of the Committee -	₱3,000,000	₱2,000,000	₱1,000,000	₱500,000
3. Award of infrastructure contracts, excluding negotiated contracts, involving an amount per contract of not more than - - - - -	₱3,000,000	₱2,000,000	₱1,000,000	₱500,000
4. Approval of variation orders (change orders and extra work orders) involving cumulative amounts of not more than 5% of the estimated total contract cost per major pay item (i.e., pay item constituting at least 20% of the total estimated contract price) and not more than 15% of the estimated total contract cost per minor pay item, provided that the aggregate variation orders so approved do not exceed - - - - -	₱3,000,000	₱2,000,000	₱1,000,000	₱500,000
5. In the case of PMO's based outside of the				

	<u>PM IV</u>	<u>PM III</u>	<u>PE II</u>	<u>PE I</u>
National Capital Region, approval of requisitions, purchase orders, and payments for supplies, materials and equipment excluding items banned by the Central Office, in an amount not exceeding - - - - -	₱100,000	₱75,000	₱50,000	₱30,000

B. Common Authority

1. Approval of vouchers and signing of checks/warrants for authorized projects payable by the PMO.
2. Acceptance of donation to the Government of duly titled property to be used in projects administered by the PMO.
3. Approval of Deeds of Absolute Sale and payments for real property costing not more than ₱100,000 which are needed for right of way, and of Agreements for the demolition of improvements thereon, regardless of costs thereof, including corresponding payments therefor.
4. Approval of original and promotional appointment to, and resignation from, positions in the PMO below the Division Chief level, and approval of the employment and termination of services of daily wage and emergency employees.
5. In the case of PMO's based outside of the National Capital Region, designation of Special Disbursing/Collecting Officers, requests for bonding of accountable officers, and deputation on signing and countersigning.
6. Approval of vouchers and signing of checks for authorized salaries, wages, contractual services, travel expenses, and other authorized operating expenses of the PMO, subject to existing regulations.
7. Approval of application for vacation, sick and maternity leaves of absence for a period not exceeding 30 days of PMO personnel below the Division Chief level.
8. Approval of requests for overtime services of PMO personnel in accordance with existing rules and regulations.
9. Issuance of travel orders and approval of itineraries of travel for PMO personnel for official domestic trips not exceeding 30 days.
10. Approval of attendance of PMO personnel in conferences, seminars, and non-degree training programs, within the project area of the PMO, subject to existing rules and regulations.

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In the absence of Assistant Ministers, Bureau Directors, Regional Directors and District Engineers, the authorities herein delegated to them shall automatically be exercised by Service Chiefs, Assistant Bureau Directors, Assistant Regional Directors and Assistant District Engineers, respectively. Signing and countersigning of checks/warrants delegated to Assistant Ministers shall be exercised by any of the Assistant Ministers duly authorized. An official shall be considered absent if:

- a) He is on official trip abroad or outside of his station for more than two (2) days.
- b) He is on official leave of absence.

It is understood that the delegation of these authorities shall not in any way prevent the Minister from exercising directly such authorities. Furthermore, the exercise of these delegated authorities should be in consonance with existing policies, rules and regulations of the Ministry.

These delegated authorities may be modified, expanded or withdrawn by the Minister at any time as public interest so demands.

This order revokes all existing orders on delegated authority and shall take effect immediately.



JESUS S. HIPOLITO
Minister

SUMMARY OF PROPOSED OMNIBUS DELEGATION
OF AUTHORITY

A. DEPUTY MINISTERS

1. On Item 3 - Approval of awards and contracts for infrastructure projects

- a. Modified to include approval of "termination/rescission of contract".
- b. The limit of authority is increased from P3M to P5M.

2. On Item 5 - Entering into contracts for infrastructure projects

Modified to categorize projects under "locally funded" and "foreign assisted" and setting the limits therefor at P15M and P60M, respectively, instead of P5M for all projects regardless of the source of funds.

3. On Item 9 - Approval of statement of work accomplished and vouchers and signing of checks/warrants

This is modified by restructuring the whole provision to make it more comprehensible.

B. BUREAU DIRECTORS

1. On Item 1 - Entering into contracts for infrastructure projects

The limit of authority is increased from P3M to P5M.

C. REGIONAL DIRECTORS

1. The authorities delegated to Regional Directors have been classified into administrative and substantive, since it is only the administrative authorities that can be re-delegated by them.
2. On Item 5 (SA-1) - Approval of negotiated contracts for services and negotiated purchase of supplies, materials, equipment and spare parts

The wordings are revised or modified, and the limit of authority for a single purchase is increased from P20,000 to P25,000.

3. On Item 7 (SA-2) - Approval of awards/contracts, bid in the district

The authority is broadened to include "termination/rescission of contracts".

4. On Item 8 (SA-3) - Approval of vouchers and countersigning of checks/warrants for payment of projects payable in the region

- a. Expands authority to include payment of contract price escalation previously approved by the Minister or the Deputy Minister concerned.
- b. The Regional Engineering Coordinator and the Chief of the Construction/Maintenance Section are authorized to sign checks/warrants in the absence of the Assistant Regional Director and the Assistant District/City Engineer, respectively.

5. On Item 10 (AA-16) - Approval of requisitions, invitations to bid, awards and purchase orders for office supplies and materials, equipment, spare parts and services

The limit of authority is increased from P50,000 to P100,000.

6. On Item 12 (AA-6) - Approval of requests for authority to render overtime services

The phrase "or the Deputy Minister concerned" is added at the end of the paragraph.

7. On Item 4 (SA-6) - Approval of requests for authority to undertake projects by administration

The phrase "based on actual utilization" is added at the end of the paragraph.

8. Item 11 (approval for the disposal of waste materials in an amount not exceeding P50,000 per disposal) is deleted because of the creation of Regional Disposal Committees, pursuant to Executive Order No. 888.
9. Item 18 (approval of agency estimates prepared by District/City Engineering Offices in excess of P300,000) is likewise deleted.
10. A new administrative authority is included, which reads as follows:

"Approval of Certificates of Clearance of property and/or money accountability of their personnel below the rank of Division Chief/Assistant District Engineer/District Engineer." (AA-21)

D. DISTRICT/CITY ENGINEERS

1. On Item 2 - Approval of awards/contracts

- a. The amount is increased from P100,000 to P150,000.
- b. The authority is broadened to include "change orders and extra work orders," as well as "termination/rescission of contracts".

2. On Item 3 - Approval of vouchers and countersigning of checks for payment of projects

The Regional Director shall approve all vouchers for payment of projects in excess of P100,000. The corresponding checks/warrants shall be signed by the Assistant District/Assistant City Engineer and countersigned by the District/City Engineer.

E.. PROJECT MANAGEMENT OFFICES

1. On Item No. 2 - Bidding of projects

The entire provision is modified to read as follows:

"Bidding of projects under PMO's shall be undertaken by the MPWH Central PBAC or the Regional PBAC, as the case may be, with a representative of the PMO concerned sitting as member of the Committee."

- F. The proposed omnibus delegation of authorities consolidates all authorities delegated under Ministry Order Nos. 23 and 65, series of 1982; Ministry Order Nos. 13 and 47, series of 1983; Memoranda of the Minister dated February 24, 1983 and November 7, 1983; and Ministry Order Nos. 49 and 50, series of 1985.