

November 20, 1974

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DEPARTMENT ORDER)  
NO. 35 )  
Series of 1974 )  
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SUBJECT: Functions and authorities  
delegated to Regional Directors

In accordance with the provisions of Section 21 of Presidential Decree No. 458 dated May 16, 1974, and of Chapter III, Article 16 of the Integrated Reorganization Plan, the Regional Director shall be responsible for department functions as performed in the regional area under his jurisdiction; provided, however, that when the department function or activity transcends regional boundaries and requires control and/or interregional action, said function may be performed under the direct supervision and control of the department proper and/or line bureau, as the case may be.

I. The functions of regional office shall be as follows:

1. Serves as an implementing arm of the Department to implement laws, policies, plans, programs, rules and regulations of the Department in the regional area.
2. Provide economical, efficient and effective service to the people in the area.
3. Coordinate with regional offices of other departments, bureaus and agencies in the area.
4. Coordinate with local government units in the area.
5. Administer, coordinate and supervise the execution and/or the management of projects and activities in the region.
6. Allocate and assign equipment among the district offices and projects in the region in coordination with the Regional Equipment (Depot) concerned.
7. Undertake and monitor the full collection of equipment rentals from all users within the region for remittance to the Bureau of Equipment.
8. Undertake design work and project studies for less complex projects.
9. Recommend approval of appointments, promotions, transfers and recommendations of regular personnel. In the case of Regional Equipment Depot personnel, recommends jointly with the Bureau of Equipment Director, appointments, etc.
10. Investigate administrative complaints involving personnel in the region.
11. Prepare and submit budget proposals for the region and districts and cities under it, as well as administer the budget and accounting control machinery in the region, and submit trial balances and its related financial statements for all funds within the prescribed period of time.

(over)



12. Provide housekeeping services for the regional offices.

13. Perform such other functions as may be provided by law.

II. The Regional Director will, under delegated authority:

1. Approve vacation and sick leaves including maternity leaves and commutations thereof.
2. Approve leaves without pay in excess of 60 days but not beyond one year.
3. Approve applications to teach or exercise profession or authority to engage in business.
4. Approve daily wage appointments of casual employees within the region.
5. Approve travel orders and itineraries of travel of officials and employees within the region.
6. Approve claims for benefits under Section 699 of the Revised Administrative Code as amended.
7. Approve requests for overtime services in the region not exceeding 30 days. All overtime services in excess of 30 days shall be approved by the Secretary, except those payable by the hour, which shall be approved by the Office of the President through the Department.
8. Render administrative decision on administrative cases with a penalty not exceeding 15 days fine or suspension without pay.
9. Approve requisitions for supplies and materials, office equipment, as well as books and periodicals, in an amount not exceeding P5,000.00 subject to central office approval of a supplies procurement program.
10. Approve requisitions for spare parts, shop supplies and materials in an amount not exceeding P5,000.00 per RIV, subject however to the provisions of Department Order No. 27 and 27-A, except for fuel, lubricants and tires, which shall be subject to the provisions of Department Order No. 27-B.
11. Approve requisitions for the purchase of local construction materials irrespective of the amount, provided that same is covered by approved program of work and in accordance with existing rules and regulations.
12. Negotiate contracts for public works projects with an estimated cost not exceeding P500,000.00, subject to approval by the Secretary.
13. Approve road right-of-way agreements (Deeds of Absolute Sale for lots needed for road right-of-way) involving acquisition of lots, in an amount not exceeding P50,000.00.
14. Approve agreements to demolish improvements on road right-of-way irrespective of the amount involved.
15. Approve individual program of work, plans, estimates and specifications for projects with an estimated cost not exceeding P500,000.00
16. Undertake by administration, projects with an estimated cost not exceeding P2,000,000.00 subject to prior consultation with the Secretary.



17. Advertize for bids, award and enter into contract for public works projects with an estimated cost not exceeding ₱500,000.00 subject to approval by the Secretary.
18. Approve allocation and assignment of equipment together with the corresponding rental orders within the region and decide disputes on equipment utilization. However, a report to this effect should be submitted to the Director, Bureau of Equipment.
19. Approve disbursements of funds in accordance with allotments and purposes for which they were released and the approved program of work.

Cases not covered in the above should be forwarded to the central office for resolution.

Nothing herein shall be construed as a limitation on the power of the Secretary to review and, in the interest of the service, overrule any action taken by the Regional Director or to initiate transfers and promotion of personnel from one region to another.

The authority delegated herein may be withdrawn as the exigency of the service may require.

BALTAZAR AQUINO  
Secretary

