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REPUBLIKA NG PILIPINAS
MINISTRI NG PAGAWAIN AT LANSANGAN BAYAN
TANGGAPAN NG MINISTRO
MAYNILA

6-7-88

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19 May 1988

DEPARTMENT ORDER) SUBJECT: UPDATED OMNIBUS DELEGATION OF
NO. **42** *R* *6/7* AUTHORITIES TO OFFICIALS OF THE
Series of 1988 *6/7* DEPARTMENT OF PUBLIC WORKS AND
HIGHWAYS.

Pursuant to the provisions of Executive Order No. 124, series of 1987, reorganizing the Department of Public Works and Highways, and in accordance with the delineation of areas of responsibility of officials of the Department, the following administrative and substantive authorities are hereby delegated as follows:

I. UNDERSECRETARIES CONCERNED

Limits of Authority

1. Approval of plans, programs of work above P5M and agency estimates above P5M *5M* *6/7* P 10,000,000.00
2. Approval of awards/contracts (except consultancy/negotiated contracts), notice to proceed, suspension of work, extension of contract time and termination/rescission of contracts above P3M. 10,000,000.00
3. Approval of variation orders for contracts within their approving authority, except those pertaining to consultancy contracts. 25% of original cost.
4. Approval of calculations for contract price escalation, as well as approval of vouchers and countersigning of checks therefor. 5,000,000.00
5. Approval of vouchers and countersigning of checks for advance payment of contracts. 1,500,000.00
6. Countersigning of Sub-Allotment Advices, Advices of Cash Deposits and Letters of Advice of Allotment for all fund transfer. No Limit

7. Enter into contract for infrastructure projects. 100,000,000.00
8. Approval of vouchers and signing of checks for progress billings covering intermediate payments for projects above P500,000.00. No Limit
9. Approval of vouchers and signing of checks covering cash advances for payment of salaries and wages for employees, and of supplies, materials, equipment and services above P500,000.00. No Limit
10. Signing of request for release of funds/funding warrants from DBM for payment of retirement gratuity, terminal leave, current operating expenditures and accounts payable of the Central Office. No Limit
11. Approval of all work and financial plans supporting request for fund releases from DBM. No Limit
12. Approval of Statements of Work Accomplished and vouchers, as well as countersigning of checks therefor, except the Statement of Work Accomplished, vouchers and checks for the First and Final Payments of contracts with cost of more than P10M which shall be approved and countersigned by the Secretary. No Limit
13. Approval of PERT/CPM for projects above P10M. No Limit



14. Approval of requests to undertake projects by administration:
- a. in case of failure of bidding or 3,000,000.00
 - b. in case termination/rescission under P.D. 1890 of contracts approved by them. 3,000,000.00
15. Approval of deeds of sale and vouchers for right-of-way/site and countersigning of checks therefor. 1,000,000.00
16. Approval and signing of all documents pertaining to opening of Letters of Credit and countersigning of payment checks therefor. No Limit
17. Approval of memo-requests for release of DPWH project funds to the regions. 100,000,000.00
18. Approval of requisitions, Purchase/Work Orders, including authorized negotiated purchase for the procurement of supplies, materials, equipment and non-personal services for office operations, above P500,000.00 per RSE. 2,000,000.00
19. Approval of requests for overtime services and authority to collect honoraria in lieu of overtime pay of personnel in the Central Office and of Regional Directors, Project Managers and Project Engineers. As authorized by the Secretary.
20. Approval of requests for transfer or detail to another region, resignation, reinstatement, retirement and benefits under Sec. 699 of the Revised Administrative Code as amended, of their immediate staff and of personnel in the regional and district/city/project management offices under them below the rank of Division Chief or equivalent.

21. Approval of local travel orders, outside of their respective regions, of Regional Directors/Project Managers.
22. Approval of certificates of clearance from property and/or money accountability of regional/PMO personnel with the rank of Division Chief and higher.
23. Approval of requests to hire casual/daily-wage/contractual employees in the regional/project management offices.

In the absence of any of the Undersecretaries, the authorities herein delegated may be exercised by the Undersecretary duly authorized by the Secretary on a case-to-case basis.

II. ASSISTANT SECRETARIES

A. The Assistant Secretaries shall exercise the following authorities within their respective jurisdictions:

1. Issuance of local travel orders and approval of itineraries of travel of Service personnel up to 30 days, including attendance to local conferences and seminars.
2. Approval of applications for vacation/sick/maternity/terminal leave, not exceeding 60 days including commutation of payments thereof, of personnel from the rank of Division Chief and above.
3. Signing of original and promotional appointments of personnel below the rank of Division Chief.
4. Approval of vouchers for payment of duly approved retirement gratuity, terminal leave, state compensation benefits and/or reimbursement of medical expenses under Sec. 699 of the Revised Administrative Code, as amended, above P25,000.00.
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 or discretion by the Secretary.
6. Recommendation for approval of requisitions for procurement of office supplies, equipment, spare parts, materials, and hiring of services in excess of P25,000.00 including signing of request for

- obligation of allotment (ROA) therefor.
7. 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.
 8. Approval of Certificates of Clearance from property and/or money accountability of their respective personnel below the rank of Division Chief.
 9. Approval of requests to hire casual/daily-wage/contractual employees in their respective Services subject to existing policies.
 10. Acceptance of resignations of personnel below the rank of Division Chief.
 11. Issuance of authority to personnel to attend local conference/seminars and non-degree training programs.
- B. The Assistant Secretaries shall likewise sign papers and documents pertaining to the duties and functions of their respective offices as follows:
1. ASSISTANT SECRETARY FOR ADMINISTRATION AND MANPOWER MANAGEMENT
 - a. Approval of plantilla of personnel for the Department.
 - b. Signing of all appointment documents for temporary, contractual or casual employees, subject to prior approval of request to hire.
 - c. Indorsement of retirement applications to the GSIS and transmittal of requests for confirmation by CSC of service records and terminal leave.
 - d. Attestation of Training Certificates signed by the Secretary.
 - e. Approval of In-house Training Programs prepared by Regional and District Offices.
 - f. Approval of requisitions, Purchase/Work Orders, including authorized negotiated purchase for the procurement of supplies, materials, equipment and non personal services for office operations, above P25,000 up to P500,000.00, per RSE.
 - g. Approval of vouchers and countersigning of checks covering cash advances for payment of salaries and wages for employees, and of supplies, materials, office equipment and services in the

Central Office, above P25,000.00 up to P500,000.00.

2. ASSISTANT SECRETARY FOR COMPTROLLERSHIP AND FINANCIAL MANAGEMENT

- a. Transmittal of remittances to the GSIS, BIR, and other agencies and/or collection notices of receivables from other offices.
- b. Approval and transmittal of financial reports required by other agencies of the government including the Journal Vouchers thereof.
- c. Signing of Sub-allotment Advices, Advices of Cash Deposit, Journal Vouchers covering fund releases.
- d. Concurrence on Certificate of Availability of Funds issued by the Chief Accountant.
- e. Approval of vouchers, signing of checks and Letters of Advice of Allotment for all fund transfers.
- f. Signing of checks covering payment of supplies, materials, office equipment and services above P25,000.00 up to P500,000.00.
- g. Signing of all checks covering cash advances for payment of salaries and wages of employees in the Central Office and checks covering withdrawals from trust funds above P25,000.00 up to P500,000.00.
- h. Signing of checks for progress billings covering intermediate payments for projects up to P500,000.00.
- i. Approval of designation of Special Collecting/Disbursing Officers and requests for bonding of accountable officials.

3. ASSISTANT SECRETARY FOR LEGAL SERVICES

- a. Signing of Certificate of Clearance for pending administrative and/or criminal cases of officials/employees of the Department for purposes of terminal/vacation leave, transfer, retirement, resignation, promotion, travel abroad, etc.
- b. Approval of all Deeds of Absolute Sale of lots needed for right-of-way/site and approval of vouchers and signing of checks therefor for Cen-

tral Office payments up to P500,000.00 only.

- c. Signing of letters/indorsements to Bureau of Lands pertaining to requests for public land applications (MSA, FLA or Reservation).
- d. Signing of letters addressed to lot owners notifying them that their lots/improvements will be affected by DPWH projects and requesting them to agree to negotiated sale.

4. ASSISTANT SECRETARY FOR PLANNING

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

III. BUREAU DIRECTORS

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

1. Entering into contracts for infrastructure projects. P 10,000,000.00
2. Issuance of local travel orders and approval of itineraries of travel of Bureau personnel not exceeding 30 days including attendance to local conferences and seminars.
3. Approval of applications for vacation/sick/maternity/terminal leaves not exceeding 60 days of absence including commutation of payments thereof of personnel from the rank of Assistant Director and Division Chiefs.
4. Signing of original and promotional appointments of personnel below the rank of Division Chief.
5. Approval of vouchers for payments of duly approved retirement, gratuities, state compensation benefits and/or reimbursements of medical expenses under Sec. 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 Secretary or Undersecretaries.

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 P25,000 including signing of Requests for Obligation of Allotment (ROA) therefor.
 9. Approval of Certificates of Clearance of property and/or money accountability of their personnel below the rank of Division Chief.
 10. Approval of requests to hire casual/daily wage/contractual employees in their bureaus subject to existing policies.
 11. Issuance of authority to personnel to attend local conference/seminars and non-degree training programs.
- 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 program of work of Infrastructure projects, per program. P 5,000,000.00
- b. Approval of PERT/CFM for projects above P3M up to P10M.

2. DIRECTOR (BUREAU OF DESIGN)

- a. Approval of plans and specifications of all infrastructure projects per plan. 5,000,000.00

3. DIRECTOR (BUREAU OF EQUIPMENT)

- a. Approval of annual procurement and maintenance/rehabilitation programs of Regional Equipment Services per program. 5,000,000.00

4. DIRECTOR (BUREAU OF MAINTENANCE)

- a. Approval of maintenance/repair restoration programs or plans prepared and submitted by field offices, per program/plan. 5,000,000.00

5. DIRECTOR (BUREAU OF RESEARCH & STANDARD)

- a. Issuance of certificates attesting that all materials incorporated in a project have been tested and conform to the required quality and specification, for tests conducted by the bureau.
- b. Issuance of Bills/Statement of Accounts regarding testing fees to Regional, PMO's, District & City Eng'g. Offices and Contractors.

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 not exceeding 60 days including commutation of payments therefor of personnel from the rank of Section Chief and below.
- 2. Approval of trip tickets and issuance of fuel per approved 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 amount not exceeding P25,000 per RSE, including signing of corresponding ROA's.
- 5. Signing of Request for Obligation of Allotment (ROA) covering payment of salaries, wages, travelling expenses, overtime/honoraria, commutation of leaves, commutable allowances, living allowances, and approval of vouchers thereof.
- 6. Issuance of Certificates of Appearance to field

personnel duly authorized to transact official business with their respective offices.

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

1. SERVICE CHIEF (ADMINISTRATIVE AND MANPOWER MANAGEMENT SERVICE)

a. Approval of requisition for supplies and equipment (RSE), purchase orders and work orders for the acquisition of supplies and materials, office equipment, spare parts and repair/maintenance services, respectively, in amounts not exceeding P25,000.00 per RSE.

b. Signing of Request for Obligation of Allotment (ROA), and countersigning of Checks not exceeding P25,000.00 covering payment of salaries, wages, travelling expenses, overtime/honoraria, commutation of leaves, commutable allowances/cost of living allowances, other services, retirement gratuities and other benefits and approval of vouchers thereof.

c. Countersigning of checks/warrants for payment of supplies and materials, office equipment, spare parts and repair/maintenance services and cash advances not exceeding P25,000.00.

2. SERVICE CHIEF (COMPTROLLERSHIP AND FINANCIAL MANAGEMENT SERVICE)

a. Signing of checks for payment of supplies and materials, office equipment, spare parts, repair/maintenance services, other services, cash advances, retirement gratuities and other benefits not exceeding P25,000.00.

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; subject to existing policies and approval of resignations of personnel below the rank of Division Chief, except for accountable officers and employees.

2. Approval of transfers/details of personnel within the jurisdiction of the regional office; provided that in cases of inter-regional transfers/details the same shall be done in consultation with the Regional Directors concerned; subject to approval of the Undersecretary concerned, provided further that in transfer/details from one geographical area to another the same shall be subject to approval of the Secretary. Approval of details of personnel within their jurisdiction in the interest of the service, provided finally that transfer/detail of personnel with the rank of Division Chief and above shall be subject to the approval by the Secretary.
3. Approval of applications for vacation/sick leave of absence for a period not exceeding one year, as well as applications 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 six (6) months and maternity/terminal leave including commutation thereof of Assistant Regional Directors and Division Chiefs or personnel of equivalent rank.
4. Approval of request of personnel for permission to teach, exercise a profession, or engage in business outside of office hours in accordance with existing policies.
5. Granting of merit increases to deserving employees from funds allocated to the regional offices for this purpose in accordance with existing guidelines.
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.
7. Issuance of local travel orders and approval of itineraries of travel of personnel of the regional office not exceeding 30 days; 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 local conference or seminars and non-degree training program within the region.

9. Approval of claims for benefits under Sec. 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 Secretary for decision, if the charge is serious.
11. Decide and impose penalties on administrative cases involving offenses where the penalty is reprimand, suspension without pay for not more than thirty (30) days, or fine equivalent to not more than thirty (30) 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. Impose preventive suspension of employees for not more than thirty (30) days, for causes provided by law.

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

13. Authorize the allocation of funds to district/city offices, in accordance with approved budgetary allocation.
14. Approval of requisition for supplies, materials and equipment not exceeding P150,000.00 per RSE, subject to Central Office approval of a supply procurement program and in accordance with the DPWH procurement guidelines & procedures.

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.

Procurement shall be made only if such items are certified as not available in stock in the Central Office and are locally available.

15. Approval of requisitions not exceeding P150,000.00 per RSE, invitations to bid, awards and purchase orders for office supplies and materials, equipment, spare parts and services as well as approval of vouchers and countersigning of checks for payment for the above item of expenditures, provided that the items are included in the approved procurement program and are not covered by any existing ban.
16. Approval of requisitions, invitations to bid, awards and purchase orders for locally available construction materials, provided that the same is included in the approved program of work and same is covered by an authority to undertake by administration including approval of vouchers and countersigning of checks for payment thereof.
17. Accept donation of real property to be used by DPWH offices in the Region.
18. 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 agreement involves transfer of funds to, or use of funds by, those government or private agencies, such agreement shall be submitted for approval by the Undersecretary concerned.

19. Enter into contracts for services of professionals requiring expertise on specific fields, subject to prior clearance and approval by the Undersecretary concerned.
20. Approval of Certificates of Clearance of property and/or money accountability of their personnel, below the rank of Division Chief, except accountable officials.
21. Promulgate administrative issuances pertaining to the

region.

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

B. Substantive Authorities

1. Approval of plans, PERT/CPM, program of works, agency estimates of infrastructure projects costing above P1,000,000.00 up to P5,000,000.00.
2. Bidding, awarding and entering into contracts for infra projects costing above P1M. up to P5M.
3. Approval of awards/contracts(except consultancy & negotiated), suspension of work, extension of contract time, termination/rescission of infra projects costing above P500,000.00 up to P3M.
4. Approval of change order, extra work order for contracts under item 3 above not exceeding cumulative charge of 25% of original contract cost.
5. Approval of vouchers and countersigning of checks for payment of claims payable in the Regional Office. The Assistant Regional Director concerned shall be the signing official.
6. Approval of voucher for payments of claim payable in the District/City Engineering office above P500,000.00.
7. Approval of deeds of sale of right-of-way lots/site acquired by the regional office and the district/city engineering offices not exceeding P300,000.00 per claim, and agreements to demolish improvements thereon regardless of cost, including vouchers and countersigning of checks for payment thereof. The Asst. Regional Director shall sign the check. Signing of deed of sale for right-of-way lots/sites acquired by the regional office with a cost of more than P300,000.00 per claim to be submitted to the department for approval. Upon approval of the corresponding deed of sale by the Official concerned, same shall be returned to the office of origin for payment.
8. Approval of requests for authority to undertake projects by administration with an estimated cost not exceeding P500,000.00.

9. Approve allocation and placement of equipment, together with the corresponding rental orders within the region.
10. Approval of negotiated contracts for services (except consultancy services) or for furnishing supplies, materials and equipment involving an amount not exceeding P100,000 within a given quarter, provided that a single purchase shall not exceed P25,000.
11. Request for issuance of funding warrants for accounts payable and change of creditor from DBM of projects implemented in the regions.
12. Request for realignment of one object of expenditures to another from the DBM pertaining to maintenance and other operating expenditures.
13. Issuance of certificates attesting that all materials incorporated in a project have been tested and conform to the required quality and specifications, for test conducted by the Region and Districts within its jurisdiction.

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.

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/CPMS for projects with an estimated cost not exceeding P1,000,000.00
 2. Approval of awards/contracts (except consultancy & negotiated contracts), suspension of work/extension of contract time, and termination /rescission of contract up to P500,000.00.
 3. Approval of change orders, extra work orders for contracts under item 2 above not exceeding cumulative charge of 25% of the original contract cost.
 4. Bid, award and enter into contracts for infra projects up to P1,000,000.00.

5. Approval of vouchers and countersigning of checks not exceeding P500,000.00 for payment of projects payable in the district/city. Countersigning of checks more than P500,000.00 shall be subject to prior approval of the corresponding vouchers therefor by the Regional Director.
6. Approval of requisitions, invitations to bid, awards and of purchase orders for office supplies, materials equipment and spare parts in an amount not exceeding P50,000.00 per requisition as well as approval of disbursement vouchers and countersigning of checks for payment therefor, provided that the items requisitioned are included in the approved current procurement programs and are not covered by any existing ban.
7. Approval of deeds of sale of right-of-way lots/sites not exceeding P100,000.00 and agreement to demolish improvements thereon not exceeding P100,000.00; signing as DPWH representative of same documents in excess of the abovementioned limits.
8. Approval of vouchers and countersigning of checks for payment of right-of-way sites/improvements thereon not exceeding P100,000.00 per claim. The Assistant District/Assistant City Engineer shall sign the checks.
9. Approval of application for leave of absence for a period not exceeding three (3) months including commutation thereof, of personnel under them.

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 payments 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.

5. Exercise disciplinary authority and impose sanctions to subordinates for light observable offenses such as: tardiness, absentism and violation of office rules and regulations/decorum after due process.

B. The following Division Chiefs shall likewise sign Certificate No. 3 of Disbursement Voucher for payment of goods:

1. Chief, Supply and Property Management Division for goods procured and paid in the Central Office.
2. Chief, Administrative Division for goods procured and paid in the regional office.

REGIONAL EQUIPMENT ENGINEER:

1. Approval of requisitions, invitations to bid, awards and purchase orders for supplies, materials, office equipment and spare parts in an amount not exceeding P50,000.00 per requisition as well as approval of disbursement vouchers and countersigning of checks for payments therefor, provided that the items requisitioned are included in the approved annual procurement programs and are not covered by any existing ban.
2. Submit and recommend approval of requisitions for supplies, materials, office equipment, and spare parts including approval of disbursement vouchers and countersigning of checks for payments therefor to the Regional Director concerned if the amount involved exceeds P50,000.00 per requisitions, provided that the items to be procured are included in the approved annual procurement programs and are not covered by any existing ban.

In the absence of Assistant Secretaries, Bureau/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. In the absence of the Assistant Secretary delegated to sign/countersign checks/warrants any Assistant Secretary duly authorized by the Secretary shall exercise such delegated authority. An official shall be considered absent if :

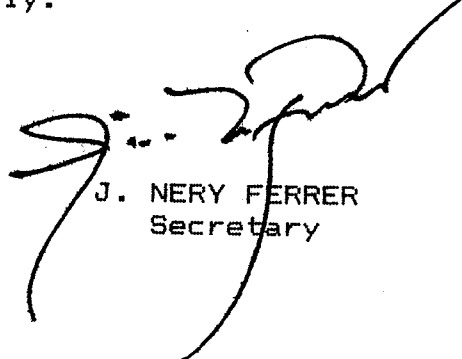
a. He is on official trip abroad or outside of his station for more than two working (2) days.

b. He is on official leave of absence.

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

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

This order revokes all existing orders or portions thereof inconsistent herewith on delegated authority and shall take effect immediately.



J. NERY FERRER
Secretary