

Republic of the Philippines
MINISTRY OF PUBLIC WORKS, TRANSPORTATION AND COMMUNICATIONS
NIA Building, E. de los Santos Ave., Quezon City
OFFICE of the MINISTER

August 4, 1978

MINISTRY ORDER)
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NO. 43)
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Series of 1978)
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SUBJECT : DELINEATION OF AUTHORITIES,
FUNCTIONS AND DUTIES PERTAINING
TO THIS MINISTRY: REVISING
DEPARTMENT ORDER NO. 3, AND A
PORTION OF DEPARTMENT ORDER
NO. 29 BOTH SERIES OF 1977.

Pursuant to the provisions of the Revised Administrative Code, as amended, and existing related laws and Presidential issuances, and to achieve a more effective administration of the affairs of this Ministry, the functions and duties delineated among the officials named in Department Order Nos. 3 and 29, both series of 1977, are hereby revised as follows:

A. Deputy Minister

1. Approval of programs of work, including government estimates, for all infrastructure projects involving amounts above P1,500,000.00 but not exceeding P3,000,000.00 per program;
2. Approval of projects to be prosecuted by administration involving amounts above P300,000.00 but not exceeding P2,000,000.00;
3. Award and approval of construction contracts including assignment of rights, contracts for hiring of services, acquisition of materials and supplies or purchase of equipment relative thereto involving amounts not exceeding P2,000,000.00 each, except negotiated contracts;
4. Award and approval of negotiated contracts not exceeding P750,000.00 each;
5. Approval of change orders, extra work orders and supplemental agreements, suspension or extension of contract time for contracts, the contract amount not exceeding P2,000,000.00 each, in accordance with existing policies guidelines and orders;

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6. Approval of requisitions for projects undertaken by administration involving amounts not exceeding P2,000,000.00 per requisition;

7. Approval of contracts of lease of equipment and other government properties by private parties, as well as, lease of equipment and private properties for government use not exceeding P750,000.00 per contract;

8. Appointment and discipline, including acceptance of resignation, of personnel of the Office of the Minister below the rank of Chief of Division;

9. Appointment of personnel of central, regional, district and field offices of the bureaus/agencies of the Ministry with the rank of Division Chief or other personnel of equivalent rank, including acceptance of resignation of such personnel;

10. Signing of checks, treasury warrants, vouchers, and letter of credit involving amounts not exceeding P1,000,000.00 each;

11. Approval of requisitions, purchase orders and contracts for office supplies and materials on the basis of the approved annual procurement program as well as approval of contracts for hiring of office services, the amount of which does not exceed P750,000.00 per requisition, purchase order or contract;

12. Budgetary requests, including funding of projects and other related matters where the amount involved does not exceed P5,000,000.00;


13. Recommendation on foreign travel for all personnel below the third level of the civil service of the Ministry Proper and the bureaus and offices under it;

14. Performance of other functions assigned by the Minister.

B. Assistant Minister for Planning and Administration

1. Formulation and review of short and long range infrastructure plans, programs and projects;

2. Formulation and review of budgets and financial plans and programs;



3. Formulation and review of annual procurement programs of supplies, materials, and equipment in the Office of the Minister;

4. Approval of contracts for hiring of planning services, involving amounts up to P500,000.00 per contract, except negotiated contracts;

5. Budgetary requests, including funding of projects and other related matters where the amount involved does not exceed P2,000,000.00;

6. Issuance of sub-allotment advices and the corresponding advices of cash disbursement ceilings for both capital outlay and current operating expenses;

7. Signing of checks, treasury warrants, and vouchers pertaining to planning projects, the amount of which does not exceed P500,000.00 per voucher, warrant or check, and

8. Performance of other functions assigned by the Minister.

C. Assistant Minister for Operations


1. Approval of programs of work, including government estimates for all infrastructure projects involving amounts above P750,000.00 but not exceeding P1,500,000.00 per program;

2. Approval of construction contracts including assignment or rights relative thereto, acquisition of materials and supplies or purchase of equipment, involving amount above P300,000.00 but not exceeding P1,000,000.00 per contract, except negotiated contracts;

3. Approval of contracts for hiring of non-planning services, involving amounts up to P500,000.00 per contract, except negotiated contract;

4. Approval of change orders, extra work orders and supplemental agreements, suspension or extension of contract time for contracts involving a contract amount not exceeding P1,000,000.00 each, in accordance with existing policies, guidelines and orders;

5. Approval of deeds of sale, right-of-way, donations and other transactions involving real properties for government projects or use;



6. Approval of contracts of lease of equipment and other government properties by private parties, as well as, lease of equipment and private properties for government use not exceeding ₱100,000.00 per contract;

7. Signing of checks, treasury warrants and vouchers for infrastructure projects up to the maximum amount of ₱500,000.00 per check, warrant or voucher;

8. Approval of requisitions for projects undertaken by administration involving the maximum amount of ₱500,000.00 per requisition;

11. Performance of other functions assigned by the Minister.

D. Assistant Minister for Personnel Management and Development

1. Approval of short and long range personnel management and development programs, cultural and athletic activities, training schedules, nominations to local scholarships and incentive awards;

2. Approval of plantillas for central and field offices based on approved organizational, functional and position charts and staffing patterns;

3. Approval of transfer, retirement, reinstatement, reemployment, detail and reassignment including dropping from the rolls of personnel in the Office of the Minister and such other personnel not covered by Department Order No. 11, series 1976;

4. Approval of requests for overtime services and designation of special disbursing officers;

5. Approval of domestic travels or attendance in court and administrative proceedings, including extension of travels beyond 30 days but not exceeding 3 months;

6. Approval of requisitions, purchase orders and contracts for office supplies and materials on the basis of the approved annual procurement program in the Office of the Minister involving the maximum amount of ₱100,000.00 per requisition, purchase order or contract, except negotiated contract;



7. Approval of cash advances and other fringe benefits;

8. Signing of checks and treasury warrants, and vouchers except those for planning and/or infrastructure projects, in the Office of the Minister up to the maximum amount of ₱500,000.00 per check, voucher, warrant or allowance;

9. Approval of claims under Section 699 of the Revised Administrative Code, as amended, and other related laws and issuances;

10. Performance of other functions assigned by the Minister;

E. Chiefs of Service and Staffs

1. Approval of payrolls and vouchers covering salaries, wages, overtime services and travel expenses vouchers of personnel under their respective service or staff including vouchers for payment of purchase made therein;

2. Signing of referrals to bureaus and offices under the Ministry and to other Ministries on matters pertaining to their respective service or staffs;

3. Actions on applications for leave with or without pay by personnel in their respective service or staff not exceeding one year;

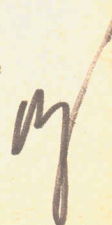
4. Promulgation of orders, circulars or memoranda affecting their respective service or staff only; and

5. Performance of other functions assigned by the Minister directly or thru the Deputy Minister.

In addition, the Chief, Administrative Service shall approve proper claims for payment of rentals, fuel service, light and water, telephone bills, telegram toll-charges, remittances of salary deductions/refunds, and draw and issue checks and/or treasury warrants for amounts not exceeding ₱10,000.00 each.

F. Chiefs of Division

1. Signing of communications regarding queries on action taken on matters pertaining to their respective divisions;



2. Signing of inter-office correspondence on matters pertaining to their respective divisions, except those involving policies; and

3. Performance of other functions assigned to them by the Minister directly or thru the Deputy Minister and the service chief concerned.

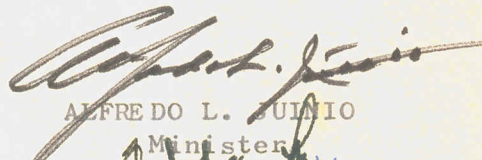
All Assistant Ministers and lower level officials shall sign communications/correspondence pertaining to the foregoing delineated official activities as follows;

"By authority of the Minister:"

Nothing in this Order shall preclude the Minister from exercising or amending any of the hereinbefore enumerated functions whenever he deems it desirable.

All existing orders, circulars and memoranda, inconsistent herewith are hereby revoked.

This Order takes effect immediately.


ALFREDO L. SUMBIDO
Minister
