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

27 June 1983

MINISTRY ORDER)

NO. **47** ✓

Series of 1983)

SUBJECT: Additional Delegated Authorities  
to Regional Directors and Guide-  
lines for the Exercise Thereof

In addition to the delegated authorities enumerated under Ministry Order No. 65, series of 1982, the following authorities are hereby delegated to Regional Directors, pursuant to the provisions of LOI 1324:

A. Administrative Authorities

1. Approve 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.

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

2. Prepare and submit budget proposals for the region to the central office and administer the budget of the regional office.
3. 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.

4. Approve 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.

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5. Approve application of personnel for permission to teach, exercise a profession, or engage in business outside of office hours.
  6. Authorize the allocation of funds to provincial/district offices.
  7. Grant 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.

8. 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.

9. Approve resignation of personnel in the first and second level positions 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.

10. Decide and impose penalties on administrative cases involving offenses 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.

11. 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.

12. 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.

13. 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.

B. Substantive Authorities

1. 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.

2. 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.

3. 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.

4. Enter into and approve negotiated contract regardless of project category provided the cost is less than ₱300,000.00.

The provisions of P.D. 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.

5. 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.

6. 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

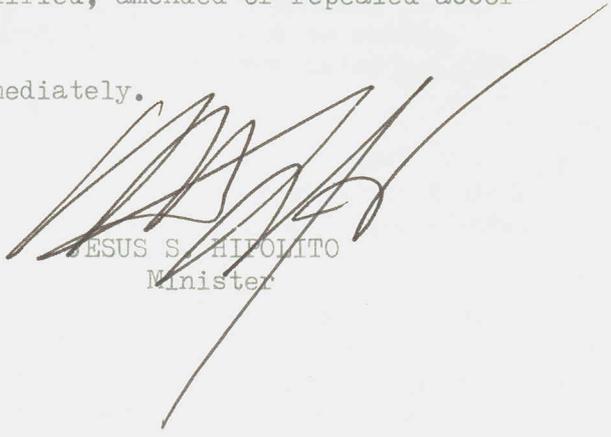
control and other public works projects in accordance with guidelines furnished by the central office.

7. 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 provisions of existing Ministry Orders, rules or regulations inconsistent herewith are hereby modified, amended or repealed accordingly.

This order shall take effect immediately.

A large, stylized handwritten signature in black ink, appearing to read 'Jesus S. Hipolito', is written over the typed name and title.

JESUS S. HIPOLITO  
Minister