



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 25, 1978

MINISTRY ORDER)

NO. 48)
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Subject: Authorizing regional directors to submit certain
budgetary transactions direct to the regional
offices of the Ministry of the Budget

- 1.0 In line with the present policy of decentralization of government functions and in order to complement the authority of the Ministry of the Budget Regional Offices to act on certain budgetary transactions, this Office hereby authorizes regional directors concerned to submit directly to the Ministry of the Budget Regional Offices the following budgetary requests:
 - 1.1 Requests for the release of programmed equipment outlays, subject to the following guidelines:
 - 1.1.1 The Advice of Allotment and Cash Disbursement Ceiling (CDC) shall only be released pursuant to the provisions of Budget Memorandum Circular No. 188, dated December 2, 1976, or earlier if the need for the equipment is justified under the agency work and financial plan; and
 - 1.1.2 The release of the Advice of Allotment and CDC out of programmed equipment outlays shall be in implementation of an approved Equipment Procurement Program submitted by the foregoing regional offices or to provide for replacement of equipment losses pursuant to Sec. 71, page 314 of P.D. 1250 or other causes provided under LOI 565.
 - 1.2. Requests for the issuance of CDC to cover payments of approved retirement gratuities and terminal leaves.

- 1.3 Request for the revalidation of unused cash disbursement ceilings issued within the calendar year subject to the following guidelines:
 - 1.3.1 The cash disbursement ceiling shall be in an amount equal to the unliquidated (unpaid) obligations of the immediate past quarter only;
 - 1.3.2 The request for revalidation shall be supported by a list of such obligations certified to by the accountant and verified by the resident auditor;
 - 1.3.3 The list shall be in the prescribed form, which shall, among others, include the name of the creditors classified by expenditure or allotment classes, the Advice of Allotment number, the ROA number and the corresponding amounts.
 - 1.3.4 The form shall be submitted within the first month of the new quarter.
- 1.4 Requests for approval of Annual Equipment Procurement Programs as may be justified and within the available allotments for the purpose; Provided, That where the aggregate amount of the Procurement Program exceeds ₦100,000 or involves the purchase of transport and construction equipment, textbooks, and drugs and medicines and other similar items, the same after evaluation shall be forwarded thru the respective Bureau/ Agency Heads to the Office of the Minister for review/recommendations to the Minister of the Budget.
- 1.5 Request for issuance of lapsed Cash Disbursement Ceilings accompanying allotment issued by the Budget Ministry Central Office to reimburse authorized prepayments for salary adjustments and other special lump-sum personal benefits.
- 1.6 Requests for authority to give hazard pay for personnel of agencies and offices in Regions 9, 11, 12, 10.
- 2.0 Special budgets submitted to the Budget Ministry Regional Offices shall, among others, be accompanied by requisite



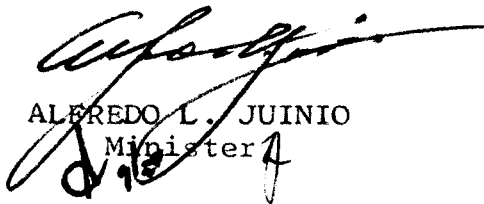
documents as follows:

- 2.1 Letter of transmittal
- 2.2 Estimate of Monthly Income (Budget Form No. 120, Revised)
- 2.3 Certificate of Deposits (only for special budgets covering use of actual income in excess of budgeted income)
- 2.4 Work and Financial Plan (Budget Form No. 120, Revised)
- 2.5 Equipment Procurement Program, including, where appropriate, the following:
 - 2.5.1 Inventory of Existing Equipment of similar items as listed in the Procurement Program;
 - 2.5.2 Inventory and Inspection Report on equipment requiring replacements, and
 - 2.5.3 Corresponding justifications.
- 2.6 List of supplies to be purchased (only for items involving significant quantities and amounts)
- 3.0 Requests for approval of Equipment Procurement Program shall likewise be accompanied, where appropriate, by requisite documents listed under Paragraph 2.5.
- 4.0 Regional Offices located within the area coverage of the Budget Ministry Regional Office shall furnish the latter with copies of the following budget accountability reports, prescribed under Budget Circular No. 263, S-1976:
 - 4.1 Monthly Report of Income (Budget Form No. 130, Revised)
 - 4.2 Financial Report of Operations (Budget Form No. 130, Revised)
 - 4.3 Financial Report of Operation - Breakdown of Maintenance and Other Operating Expenses (Budget Form No. 131, Supplement, Revised)
 - 4.4 Physical Report of Operations (Budget Form (No. 132, Revised)

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4.5 Quarterly Report of Cash Disbursement Ceiling
(Budget Form No. 133, Revised)

- 5.0 Regional Offices shall submit to their respective Central Offices (Bureaus) quarterly reports on the delegated authority, furnishing the Office of the Minister a copy thereof.
- 6.0 This order will take effect immediately in Regional Offices where there are Ministry of the Budget Regional Offices like Bicol, Visayas and Mindanao Areas. In the other Regional Offices, this order will take effect only upon the creation of the Ministry of the Budget Regional Offices thereat.



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Minister