



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

8 September 1982

MINISTRY ORDER)

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SUBJECT: Guidelines in the Release of Sub-
Allotment Advices and Advice of
Cash Disbursement Ceiling

It has been brought to our attention that unauthorized persons have been following-up and have caused the release of Sub-Allotment Advices and Advices of Cash Disbursement Ceiling.

In order to ensure proper handling and disposition of these documents, the following guidelines are hereby ordered:

1. Release of documents shall be made only to the following officials of the pertinent region:
 - a. Regional Director
 - b. Assistant Regional Director
 - c. Fiscal Controller
 - d. Finance Officer
 - e. Chief Accountant
 - f. Budget Officer
2. Release of documents to the above-listed officials other than the Regional Director shall only be made upon presentation of his authorization duly signed by the Regional Director for approval by the Assistant Minister for Finance and Management (copy attached).
3. If after two (2) days in the Release Section the documents are not yet released to the above authorized officials, the same shall be sent to the region by registered mail with return cards.
4. Release or mailing thereof shall be properly documented.

For compliance.


JESUS S. HIPOLITO
Minister



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AUTHORIZATION

This is to authorized _____
(Name)

_____ of the _____
(Designation)

_____, whose specimen signature appears
(Office)

below, to receive the Sub-Allotment Advice and Advice of Cash
Disbursement Ceiling for the _____ project.

Specimen Signature of
Authorized Representative

Regional Director
Region _____

APPROVED:

RUFINO G. IBAY, JR.
Assistant Minister for Finance
and Management