



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

September 11, 1982

MINISTRY ORDER)

No. **65**)

Series of 1982)

SUBJECT: DELEGATION OF AUTHORITIES

Pursuant to the provisions of Executive Order No. 710, creating the Ministry of Public Works and Highways, and in accordance with the provisions of Presidential Decree No. 1 (Integrated Reorganization Plan), the pertinent provisions of the Revised Administrative Code, as amended, Ministry Order No. 12 dated December 3, 1981, delineating the functions and responsibilities of the Deputy Ministers, as well as other existing laws and other relevant issuances, the following authorities are hereby delegated to the respective officials mentioned hereunder:

I. <u>DEPUTY MINISTERS</u>	<u>Limits of Authority</u>
1. Approval of programs of work for construction projects except equipment shops. (Deputy Minister, CQC) - - - -	P10,000,000 ✓
2. Approval of plans of construction projects; plans, programs of work for restoration and maintenance projects; plans, programs of work for the construction of equipment shops and for repair or maintenance of equipment and annual procurement programs for equipment and spare parts. (Deputy Minister, MED) - - - -	P10,000,000 ✓
3. Approval of awards, contracts, suspension of work and extensions of contract time for infrastructure projects, except negotiated contracts: - - - -	P3,000,000 ✓
a. Feasibility Study (Deputy Minister, PAF)	
b. Detailed engineering, road restoration and maintenance, and construction of equipment shops (Deputy Minister, MED)	
c. Construction works and construction supervision. (Deputy Minister, CQC)	

Limits of Authority

4. Entering into contracts for infrastructure projects.
(Deputy Minister concerned) - - - - P5,000,000

5. Approval of change orders, extra work orders in accordance with # 4 above, per contract.
(Deputy Minister concerned) - - - - 25% of original contract cost

6. Approval of requests to undertake projects by administration, per project.
(Deputy Minister, CQC or MED as the case may be) - - - - - - - - P3,000,000

7. Approval of Deeds of Sale and vouchers for right-of-way/sites.
(Deputy Minister concerned) - - - - P1,000,000

Checks/warrants for payment of right-of-way/site not exceeding P1,000,000 per claim shall be signed by the Deputy Minister concerned, to be countersigned by either the two other Deputy Ministers. Checks/warrants in excess of P1,000,000 shall be signed by the Deputy Minister concerned and countersigned by the Minister.

8. Approval of vouchers and signing of checks/warrants for advance payments of contracts not exceeding P5,000,000 (Deputy Minister concerned) to be countersigned by either of the two other Deputy Ministers. For contracts exceeding P5,000,000 Deputy Minister concerned shall approve the voucher and sign checks/warrants to be countersigned by the Minister.

9. Approval of statement of work accomplished and vouchers and signing of checks/warrants for progress billings above P5,000,000 for all projects by the Deputy Minister concerned to be countersigned by the Minister except the first and last payments for projects with contract cost of more than P5,000,000 wherein

Limits of Authority

Deputy Minister concerned will sign checks/warrants and the Minister will approve the statement of work accomplished and voucher and countersign checks/warrants.

For intermediate progress billings in excess of P500,000 but not exceeding P5,000,000 the Deputy Minister concerned will approve the statement of work accomplished and the voucher and sign checks/warrants to be countersigned by either of the two other Deputy Ministers.

- 10. Approval of PERT/CPM for projects.
(Deputy Minister concerned) - - No Limit

- 11. Approval of contract price escalation, including approval of voucher and signing of checks/warrants therefore by the Deputy Minister concerned to be countersigned by either of the other Deputy Ministers, per claim. - - - - - P2,000,000

For claims in excess of P2,000,000 the checks/warrants shall be signed by the Deputy Minister concerned and the Minister will approve the voucher and countersign the checks/warrants.

- 12. Approval of RIV's, Invitation to bid, PO's and contracts including negotiated purchase for supplies and materials, equipment, spare parts and services for infrastructure projects undertaken by administration.
(Deputy Minister concerned) - - P500,000

- 13. Approval of RIV's, Invitation to bid, PO's and contracts including negotiated purchase for office supplies, materials, office equipment and services for office operations.
(Deputy Minister, PAF) - - - - P300,000

- 14. Approval of requests to conduct sealed canvass in the Central Office, to procure office supplies, materials, office equipment,

- services for office operations and for infrastructure projects undertaken by administration.
(Deputy Minister concerned) - - - - P300,000
15. Approval of vouchers and signing of checks/warrants for claims specified under Item #12 and 13.
(Deputy Minister concerned) - - - - Same Limits
- Checks/warrants signed by Deputy Minister concerned shall be countersigned by another Deputy Minister.
16. Approval and signing of all documents pertaining to Opening of Letters of Credit.
(Deputy Minister concerned) - - - - No Limit
17. Approval of memo-request for release of MPWH project funds.
(Deputy Minister concerned) - - - - P10,000,000
18. Signing of request to Office of Budget & Management for fund releases.
(Deputy Minister, PAF) - - - - - No Limit
19. Approval of designation of Special Collecting/Disbursing Officers, request for bonding of accountable officials and deputization of officials to sign/countersign checks/warrants.
(Deputy Minister, PAF)
20. Signing of original and promotional appointments below the rank of Division Chief and other positions of equivalent rank.
(Deputy Minister concerned)
21. Approval of applications for vacation/sick/maternity/terminal leaves including commutation of payments thereof of Service Chiefs, Assistant Bureau Directors, Assistant Regional Directors or personnel of equivalent rank.
(Deputy Minister concerned)
22. Approval of requests for overtime services and authority to collect honoraria of personnel.
(Deputy Minister concerned)
23. Approval of requests for transfer, detail, resignation, reinstatement, retirement, and benefits under

Sec. 699 of the Revised Administrative Code, as amended, of personnel below the rank of Division Chief.
(Deputy Minister concerned)

24. Approval of local travel orders, itineraries of travel and disbursement vouchers therefor, of Assistant Ministers, Bureau Directors, Project Managers and Project Engineers.
(Deputy Minister concerned)
25. Approval of certificates of clearance of property and/or money accountability of personnel with the rank Division Chief and higher.
(Deputy Minister concerned)
26. Approval of requests to hire casual/daily wage/contractual employees in the Central Office including the Project Management Offices.
(Deputy Minister concerned)
27. Action on all COA audit reports.
(Deputy Minister concerned)

II. ASSISTANT MINISTERS

- A. The Assistant Ministers shall exercise the following authorities within their respective jurisdictions:
 1. Issuance of travel orders and approval of itineraries for local travel of their personnel.
 2. Approval of application for vacation/sick/maternity/terminal leaves, including commutation of payments thereof of personnel below the rank of Service Chief.
 3. Signing of original and promotional appointments of personnel below the rank of Section Chief.
 4. Approval of vouchers for payment of duly approved gratuity claims, retirements, state compensation benefits and/or reimbursements of medical expenses under Section 699 of the Revised Administrative Code, as amended.
 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 of discretion by the Minister or Deputy Ministers.
 6. Issuance of Certificates of Appearance to field personnel duly authorized to transact official business with their respective offices.
 7. Recommendation for approval of requisitions for procurement of office supplies and equipment, spare parts, materials, and hiring of services in excess

of P2,000 including signing of requests for obligation of allotment (ROA) therefor.

8. 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.
 9. Approval of Certificates of Clearance of property and/or money accountability of their respective personnel below the rank of Division Chief.
 10. Countersigning of checks/warrants signed by their respective Service Chiefs.
- B. The Assistant Ministers shall likewise sign papers and documents pertaining to the duties and functions of their respective offices, as follows:

Limits of Authority

1. ASSISTANT MINISTER (Administration)

- a. Signing of Plantilla of personnel.
- b. Signing of all appointment documents for temporary, contractual or casual employees, subject to prior approval of the corresponding request to hire by the Deputy Minister concerned or the Minister.

2. ASSISTANT MINISTER (Comptrollership)

- a. Transmittal of remittances to the GSIS, BIR and other agencies and/or collection notices of receivables from other offices.
- b. Transmittal of financial reports required by other agencies of the government and notation/concurrence of said reports including approval of all Journal Vouchers.
- c. Signing of Sub-Allotment Advices/CDC's/JV's covering fund releases, including inter-agency fund transfers, jointly with Assistant Minister for Finance and Management.
- d. Approval jointly with the Assistant Minister for Finance and Management, memo-requests for MPWH Project Fund sub-releases (SAA-Sub-CDC) - - - P5,000,000

Limits of Authority

- e. Concurrence on Certificates of Availability of Funds issued by the Chief Accountant and witnessing of contracts.
 - f. Approval of vouchers and countersigning of checks/warrants covering cash advances for payment of salaries and wages for employees, and of supplies, materials, office equipment and services in the Central Office.
 - g. Countersigning of checks/warrants for fund transfers to MPWH field offices or to other agencies.
3. ASSISTANT MINISTER (Finance and Management)
- a. Signing of requests to Office of Budget and Management for fund releases. - - - - - P1,000,000
 - b. Approval of requisitions, Invitation to Bid, Purchase Orders, including negotiated purchase for the procurement of supplies, materials, equipment and services for projects undertaken by administration and for office operations not exceeding P100,000 per RIV.
 - c. Approval of vouchers and signing of checks covering payments of supplies, materials, office equipment and services not exceeding P100,000.
 - d. Signing of all checks/warrants covering cash advances for payment of salaries and wages of employees in the Central Office and checks covering withdrawals from trust funds.
 - e. Signing of checks/warrants for progress billings covering intermediate payments for projects in amount not exceeding P500,000. In this case, the Deputy Minister

concerned approves
vouchers and countersigns
checks/warrants.

- f. Signing of Sub-Allotment Advices/CDC's/JV's covering fund releases, including inter-agency fund transfers, jointly with Assistant Minister for Comptrollership.
 - g. Approval, jointly with the Assistant Minister for Comptrollership, memo-request for MPWH Project Fund sub-releases (SAA-Sub-CDC) up to P5,000,000.
 - h. Approval of vouchers and signing of checks/warrants for fund transfer to MPWH field offices or to other agencies.
 - i. Approval of the disposal of waste materials like worn-out parts, unserviceable batteries and tires, scrap iron, etc. in an amount not exceeding P50,000 per disposal pursuant to Sections 76 and 79 of PD 1445.
4. ASSISTANT MINISTER (Legal Affairs)
- a. Signing of Certificates of Clearance for pending administrative and/or criminal cases of all employees of the Ministry for purposes of terminal leave, transfer, retirement, resignation, promotion, travel abroad, etc.
 - b. Approval of all Deeds of Absolute Sale of lots not exceeding P500,000 per claim and approval of vouchers and signing of checks/warrants therefore for Central Office payments, to be countersigned by Deputy Minister concerned.
5. ASSISTANT MINISTER (Manpower Development)
- a. Attestation of Training Certificates signed by the Minister.

- b. Approval of Training Programs prepared by Regional and District offices.
- 6. ASSISTANT MINISTER (Planning)
 - a. Approval of development plans, feasibility studies and preliminary engineering programs in accordance with existing MPWH standards and policies.

III. BUREAU DIRECTORS

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

- 1. Entering into contracts for infrastructure projects - - - P3,000,000
- 2. Issuance of travel orders and approval of itineraries for local travel of their personnel.
- 3. Approval of applications for vacation/sick/maternity/terminal leave of absence including commutation of payments thereof of their personnel below the rank of Assistant Bureau Directors.
- 4. Signing of original and promotional appointments of personnel below the rank of Section Chief.
- 5. Approval of vouchers for payment of duly approved retirement, gratuities, state compensation benefits and/or reimbursements of medical expenses under Section 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 Minister or Deputy Ministers.
- 7. Issuance of Certificates of Appearance to field personnel duly authorized to transact official business with their respective Bureaus.

Limits of Authority

- 8. Recommendation for approval of requisitions for procurement of office supplies and equipment, spare parts, materials, and hiring of services in excess of P2,000, including signing of requests for obligation of allotment (ROA) therefore.
 - 9. Approval of requisitions for office supplies and equipment, spare parts and materials needed in the operation of their respective bureaus to be taken from stock.
 - 10. Approval of Certificates of Clearance of property and/or money accountability of their personnel below the rank of Division Chief.
 - 11. Countersigning of checks/warrants signed by Assistant Bureau Directors.
- 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 programs of work of infrastructure projects, per program - - - - P5,000,000
 - 2. DIRECTOR (Bureau of Design)
 - a. Approval of plans and specifications of all infrastructure projects, per plan - - - - - P5,000,000
 - 3. DIRECTOR (Bureau of Equipment)
 - a. Approval of annual procurement and maintenance/rehabilitation programs of Regional Equipment Services, per program - - - P5,000,000
 - b. Approval of RIV's, PO's, Invitation to bid, for spare parts of construction/maintenance equipment, shop supplies, materials and services related thereto.

Limits of Authority

- c. Approval of negotiated purchase for services, furnishing supplies, materials and spare parts needed for construction and maintenance equipment repair and rehabilitation, except consultancy services - - - P100,000
 - d. Approval of the disposal of waste materials like worn-out parts, unserviceable batteries and tires, scrap iron etc. in an amount not exceeding P50,000 per disposal pursuant to Sections 76 and 79 of PD 1445.
4. DIRECTOR (Bureau of Maintenance)
- a. Approval of maintenance/repair and restoration programs or plans prepared and submitted by field offices, per program/plan - - - P5,000,000
5. DIRECTOR (Bureau of Materials & Quality Control)
- a. Issuance of certificates attesting that all materials incorporated in a project have been tested and conform to the required quality and specification.

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 including commutation of payments therefor of personnel below the rank of Section Chief.
 - 2. Approval of trip tickets and fuel allocation.
 - 3. Approval of daily time records and certification of overtime services of Division Chiefs.
 - 4. Recommendation for approval of requisitions, purchase orders and contracts for the acquisition of supplies and materials, office equipment, spare parts and services in amounts not exceeding P2,000 per RIV, including signing of corresponding ROA's.
 - 5. Approval of requisition for office supplies, materials, or office equipment needed in the operation of their respective offices/bureaus to be taken from stock.

6. Signing of requests for Obligation of Allotment (ROA), checks/warrants covering payment of salaries, wages, travelling expenses, overtime/honoraria, leaves, commutable allowances/cost of living allowances, retirement, gratuities and other benefits and approval of vouchers thereof except vouchers for payment of retirement, gratuities and other benefits.
- B. The following Service Chiefs shall likewise sign papers and documents pertaining to the functions and duties of their respective services, as follows:
1. SERVICE CHIEF (Finance and Management)
 - a. Approval of requisitions, invitation to bid, purchase orders and contracts including negotiated purchase for office supplies, office equipment, spare parts and services in amounts not exceeding P2,000 per RIV.
 - b. Approval of vouchers and signing of checks covering payment of supplies, materials, office equipment, spare parts and services not exceeding P5,000.

V. REGIONAL DIRECTORS

- A. The following functions and duties are hereby delegated to the Regional Directors:
1. Signing of appointments and approval of resignations of personnel below the rank of Division Chief; approval of temporary, casual or contractual appointments of employees in the Regional Office and district/city engineering offices in the region.
 2. Approval of transfer of personnel below the rank of Division Chief within the region, provided that inter-regional transfers shall be made by higher authorities, in consultation with the Regional Directors concerned.
 3. Approval of applications for vacation/sick leave of absence for a period not exceeding one (1) year, as well as application 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 one (1) month and maternity leaves including commutation thereof of Division Chiefs or their equivalent rank.
 4. Approval of Deeds of Sale of right-of-way lots/sites acquired by the Regional Office and District/City engineering offices not exceeding P300,000 per claim and agreements to demolish improvements thereon regardless of cost; signing of deeds of sale for right-of-way lots/sites acquired by the regional office with a cost of more than P300,000 per claim which shall be submitted to the Ministry for approval. Upon approval of the corresponding deeds of sale either by the Regional Director or the Minister, same shall be returned to the office of origin for payment.

5. Approval of negotiated purchase for services, for furnishing supplies, materials, equipment and spare parts except consulting services, involving an amount not exceeding P100,000 within a given quarter, provided that a single purchase shall not exceed P20,000.
6. Acceptance of donations of real property to be used by MPWH offices in the region.
7. Approval of awards/contracts, bid in the district or regional offices for projects costing not more than P1,000,000; suspension of work/extension of contract time, change orders and extra work orders therefor, provided that the cumulative cost of such variation orders does not exceed 25% of the original contract cost including suspension of work or extension of contract time for these projects.
8. Approval of vouchers and countersigning of checks/warrants for payment of projects payable in the region and district/city engineering offices. Approval of vouchers and countersigning of checks/warrants for payment of projects payable in the district/city engineering offices exceeding P100,000 per claim. The Assistant Regional Director shall sign the check/warrant for projects payable in the region and the District/City Engineer shall sign checks/warrants for projects payable in the district or city.
9. 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 Minister for decision.
10. Approval of requisitions, invitations to bid, awards and purchase orders for office supplies and materials, equipment, spare parts and services in an amount not exceeding P50,000 per requisition as well as approval of vouchers and countersigning of checks/warrants for payment therefor, provided the items requisitioned are included in the approved procurement program and are not covered by any existing ban.
11. Approval for the disposal of waste materials, like wornout parts, unserviceable batteries, tires, scrap irons, etc. in an amount not exceeding P50,000 per disposal pursuant to Section 76 and 79 of PD 1445.
12. Approval of requisitions, invitations to bid, awards and purchase orders for locally available construction materials, with an estimated cost of less than P2,000,000, provided that same is included in the approved program of work and same is covered by an authority to undertake by administration.
13. 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, provided that requests for authority to render overtime by the hour shall be subject to the approval of the Minister.

14. Approval of requests for authority to undertake projects by administration with an estimated cost not exceeding P500,000 provided that the equipment rental based on the program of work shall be obligated and remitted to the Central Office.
15. Issuance of travel orders and approval of itineraries of travel of personnel of the regional office; approval of travel orders and itineraries of travel of personnel in the district/city engineering offices outside of their district or city.
16. Issuance of authority to personnel to attend conference or seminars and non-degree training programs within the region subject to availability of funds and existing rules and regulations.
17. Approval of individual programs of work, plans, PERT/CPM and agency estimates for projects bid in the region with an estimated cost not exceeding P3,000,000.
18. Approval of agency estimates prepared by district/city engineering office in excess of P300,000.
19. Bidding, awarding and entering into contracts for infrastructure projects with an estimated cost exceeding P1,000,000 but not more than P3,000,000 subject to approval by the Deputy Minister concerned.
20. Approval of allocation and placement of equipment, together with the corresponding rental orders within the region.

VI. 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/CPM's for projects with an estimated cost not exceeding P500,000.
 2. Approval of awards/contracts, bid in the District, suspension of work and extension of contract time for projects costing not more than P100,000.
 3. Approval of vouchers and countersigning of checks not exceeding P100,000 for payment of projects payable in the district/city. The Assistant District/City Engineer shall sign the checks/warrants.
 4. Approval of requisitions, invitations to bid, awards and purchase orders for office supplies, materials, equipment and spare parts in an amount not exceeding P10,000 per requisition as well as approval of vouchers and signing of checks/warrants for payment therefor.
 5. Approval of negotiated purchase for services, furnishing supplies, materials, equipment and spare parts except consultancy services, involving an amount not exceeding P20,000 within a given quarter, provided that a single purchase does not exceed P5,000.

6. Approval of deeds of sale of right-of-way lots/sites not exceeding P100,000 and agreement to demolish improvements thereon not exceeding P100,000; signing of same documents in excess of the above-mentioned limits.
7. Approval of vouchers and countersigning of checks/warrants for payment of right-of-way sites/improvements thereon not exceeding P100,000 per claim. The Assistant District/City Engineer shall sign the checks/warrants.
8. Approval of application for leave of absence for a period not exceeding one (1) month, including commutation thereof, of personnel under them.
9. Bidding, awarding and entering into contracts for infrastructure projects with estimated cost not exceeding P500,000 subject to approval by the Regional Director.
10. Approval for disposal of waste materials like wornout parts, unserviceable batteries and tires, scrap irons etc. in an amount not exceeding P10,000 per disposal pursuant to Sections 76 and 79 of PD 1445.

VII. 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 payment 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.
- B. The following Division Chiefs shall likewise sign Certificate No. 3 of Disbursement Voucher for payment of goods:
 1. Chief, Property and Procurement Division for goods procured and paid in the Central Office.
 2. The Chief, Finance Division for goods procured and paid in the regional offices.

Authorities herein delegated to Assistant Ministers, Bureau Directors, Regional Directors and District Engineers shall automatically be exercised by Service Chiefs, Assistant Bureau Directors, Assistant Regional Directors and Assistant District Engineers in the absence of the former. Signing and countersigning of checks/warrants delegated to Assistant Ministers shall be signed/countersigned by any of the Assistant Ministers duly authorized. An official shall be considered absent if:

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

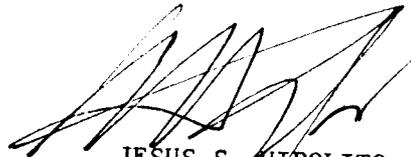
2. He is on official leave of absence.

The authorities herein delegated to regional offices may be re-delegated, in writing, by the respective Regional Directors to District or City Engineers as the exigency of the service may require.

It is understood that the exercise of the powers herein delegated shall, in all cases, be subject to existing laws, rules and regulations as may have been or may hereafter be promulgated.

All existing ministry orders, memoranda or circulars which are inconsistent herewith are hereby amended, modified or revoked accordingly.

This Ministry Order shall take effect immediately.



JESUS S. HIPOLITO
Minister

	SIGNING OFFICIAL	COUNTERSIGNING OFFICIAL	PROPOSED SIGNING OFFICIAL	COUNTERSIGNING OFFICIAL
<u>PROGRESS PAYMENT OF CONTRACTS</u>				
Above P5M	DM Concerned	Minister	DM Concerned	Minister
Up to P5M	DM Concerned	Either DM	DM Concerned	Either of the other DM
Up to P500,000 (For Progress Billing Only)	A M F M	DM Concerned	A M F M	DM Concerned
<u>ADVANCE PAYMENT OF CONTRACTS</u>				
Above P750,000	Minister	Auditor	DM Concerned	Minister
Up to P750,000	DM Concerned	Either of the other DM	DM Concerned	Either of the other DM
<u>CONTRACT PRICE ESCALATION</u>				
Above P2M	Minister	Auditor	DM Concerned	Minister
Up to P2M	DM Concerned	Auditor	DM Concerned	Either of the other DM
<u>RIGHT-OF-WAYS</u>				
Above P1M	Minister	Auditor	DM Concerned	Minister
Above P100,000 to P1M	D M C Q C	Auditor	DM Concerned (Above P500,000)	Either of the other DM
Up to P100,000	A M L A	Auditor (Above P40,000)	A M L A (Up to P500,000)	DM Concerned
<u>SUPPLIES, MATERIALS, EQUIPMENT AND SERVICES</u>				
No limit	Minister	Auditor	DM Concerned	Minister
Up to P500,000 - Administration Project	Minister	Auditor	DM Concerned	Either of the other DM
Up to P300,000 - Office Operation	DM, P A F	Auditor	A M F M	A M C
Up to P100,000	A M C	A M F M	Bu. Dir., BOE	
Up to P40,000	A M A	A M F M	S C F M	A M F M
Up to P5000	A M C A M A	A M F M	S C F M	A M F M
<u>SALARIES, WAGES, COMMUTABLE/LIVING ALLOWANCE/HONORARIA/TRAVEL EXPENSE, LEAVES, RETIREMENT, GRATUITIES AND OTHER BENEFITS</u>				
	D M, P A F (Above P40,000)	Auditor (Above P40,000)	Service Chief/Asst. Bu. Dir. (No Limit)	AM Concerned (No Limit)
	Bu. Director/AM Concerned (Up to P40,000)	A M F M (Up to P40,000)		