



047.13 DPWH  
06-16-2005

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
OFFICE OF THE SECRETARY  
MANILA  
**JUN 15 2005**

DEPARTMENT ORDER )  
67 )  
Series of 2005 )  
84-16-05 )  
DELINEATION OF AUTHORITIES/  
RESPONSIBILITIES IN THE  
PRESIDENT'S BRIDGE PROGRAM (PBP)

In Interest of the service and to provide an efficient and smooth flow of documents in the PBP consistent with Memorandum Order No. 53, dated February 18, 2002, "Transferring to the Department of Public Works and Highways the Oversight Functions of the Presidents' Bridge Program" and in accordance with Department Order (DO) No. 64, Series of 2005, dated May 12, 2005, "Designation of an Executive Director for the PBP Office", the following authorities and responsibilities are hereby delineated:

**A. ADMINISTRATIVE AND FINANCIAL MATTERS**

**I. PERSONNEL MATTERS**

The Executive Director shall sign and approve the following:

- a. **Appointments.** All appointments of personnel at the PBP below the level of the Project Directors/Managers;
- b. **Detail, Transfer, Secondment and Reassignment of Personnel.** All detail, transfer or reassignment of personnel at the PBP-PMOs;
- c. **Resignation, Retirement and Leaves of Absence.** All applications for leave of absence of personnel at the PBP Office and by the PBP-PMOs Project Directors/Managers;
- d. **Clearance of Officials and Employees.** All clearances of PBPO personnel and PBP-PMOs;
- e. **Approval of Notices of Salary Adjustment.** Notices of salary adjustments pursuant to budget circulars and other laws, rules and regulations;
- f. **Approval of Payrolls.** Payroll covering payments of salaries, allowances and other benefits/employees compensation;
- g. **Travel Orders and Itineraries for Local and Foreign Travels.** All local travel orders and itineraries of PBP Office personnel including PMO-Project Directors/Managers while those of the PBP-PMO personnel shall be approved by their respective Project Directors/Managers;

Approval of foreign travels shall be in accordance with DPWH guidelines and Presidential issuances on foreign travels.

## **II. FINANCIAL MATTERS**

- a. **Approval of RIVs, Purchase/Job Orders, Contracts.** Signing of Requisition and Issue Vouchers, Purchase Orders, Job Orders and other Contracts not exceeding the amount of P 5.0 million shall be approved by the Executive Director. Amount exceeding P 5.0 million shall be approved by the DPWH Secretary.
- b. **Approval of Disbursement Vouchers.** All Disbursement Vouchers inclusive of Personal Services not exceeding the amounts of P 5.0 million shall be approved by the Executive Director. Amount exceeding P 5.0 million shall be approved by the DPWH Secretary.

## **B. OPERATION AND PBP MATTERS**

1. As project implementation is being undertaken at the PMOs level with bidding under the LGUs concerned, matters related to procurement, facilitation of public bidding, review of the bidding documents and approval of the Resolution of Award prior to the implementation of the projects shall be undertaken by the PMO Project Directors. Program of Works and local contract related to project implementation shall be approved by the PBP Executive Director.
2. Commercial billings/invoices and contract clarification of the foreign supplier shall be endorsed by the PBP Executive Director, duly reviewed by PMO Project Directors/Managers for approval by the DPWH Secretary.
3. Project reporting and monitoring shall be submitted by the PMOs to the DPWH coursing through the PBP Executive Director on the 5th and 25th of every month.
4. Direct supervision of project implementation and full accountability on quality control should be under the respective Project Directors/Manager's concern. The PBP Executive Director may from time to time assign a validation team for this purpose as part of his oversight functions.

5. All PBP official documents shall be contained and kept under full custody of the PMOs concerned and shall be made available upon request of the DPWH Secretary and PBP Executive Director.
6. All PBP equipment and vehicles currently on - use by the PBP-PMOs shall be under full custody of the Project Director/Manager concerned, unless otherwise the project is fully completed and the said equipment and vehicles shall be turned-over to the DPWH. Records of inventory should be made available anytime upon request of the DPWH Secretary and PBP Executive Director.
7. All PBP bridging materials and supplies stockpiled at the depot shall be under the full custody of the Project Director/Manager concerned including safekeeping its inventory of materials being used at the sites. Records of inventory should be made available anytime upon request of the DPWH Secretary and PBP Executive Director.

This Order revokes any and all previous issuances to the contrary and shall take effect immediately.

*[Signature]*  
**HERMOGENES E. EBDANE, JR.**  
*[Signature]* Acting Secretary



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