



06 JUN 2016

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
06-06-2016

DEPARTMENT ORDER)
NO. **112**)
Series of 2016)

SUBJECT: Amendment to Department Order No. 24, Series of 2007 Omnibus Levels of Authorities of Officials of the Department of Public Works and Highways for Procurement, Human Resource and Financial Management.

In the interest of the service and in order to ensure the highest efficiency for all public works and highways operations, particularly in the implementation of infrastructure projects and the delivery of frontline service of the Department, the exercise of authorities with corresponding accountabilities in the Department shall be decentralized to the extent possible. However, the levels of authorities delegated herein shall not in any way prevent the Secretary from exercising directly such authorities and they may also be modified, expanded, or withdrawn by the Secretary at any time as public interest so demands.

The levels of authorities for Procurement of Consultancy, Civil Works and Goods, Human Resource and Financial Management are hereby amended as prescribed in the attached matrix (Annex A).

This Order amends the pertinent provision of the following, and takes effect immediately:

1. Department Order (DO) 184 series of 2015, Amendment to D.O. No. 24, Series of 2007, Omnibus Levels of Authorities of Officials of the Department of Public Works and Highways for Procurement of Goods.
2. Department Order (DO) 175 series 2015, Amended Human Resource and Financial Management Levels of Authorities of the Department of Public Works and Highways.
3. Department Order (DO) 24 series of 2007, Annex A Section V (Procurement) Item A. Consultancy and Item B. Civil Works, of DO 24 series 2007, Amended Omnibus Levels of Authorities of Officials of the Department of Public Works and Highways.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN6Y00168

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
V	PROCUREMENT												
1	CONSULTANCY												
1.1	Terms of Reference and Bidding Documents	Approve P5M		Approve P10M								BAC Approve No Limit	
1.2	Project Procurement Management Plan (PPMP)		Submit P5M		Submit P10M		Submit No Limit		Submit No Limit		Submit No Limit		
1.3	Annual Procurement Plan (APP)	Recommend	Approve and Submit	Recommend	Approve and Submit		PrS Consolidate and Submit					BAC Recommend	
1.4	DPWH Certified Funding Strategy per Contract		Budget Officer Certify Availability of Allotment P5M		Budget Officer Certify Availability of Allotment P10M								Planning Certify
1.5	Certification of Availability of Funds		Accountant Certify Availability of Funds P5M		Accountant Certify Availability of Funds P10M	Accountant Certify Availability of Funds No Limit							
1.6	ABC		Approve P5M		Approve P10M							BAC Recommend	
1.7	Advertisement	Sign P5M		Sign P10M								BAC Sign No Limit	
1.8	Eligibility												
1.8.1	Notice of Eligibility	Sign P5M		Sign P10M								BAC Sign No Limit	
1.8.2	Notice of Ineligibility	Sign		Sign								BAC Sign	
1.9	Shortlisting												
1.9.1	Notice of Shortlist	Sign P5M		Sign P10M								BAC Sign No Limit	
1.9.2	Notice of Non-Inclusion in the Shortlist	Sign		Sign								BAC Sign	
1.10	Resolution a.Shortlist b.Highest Rated Bid c.Highest Rated Responsive Bid d.Failure of Bidding		Approve P5M		Approve P10M							BAC Recommend	

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
1.11	(Foreign-Assisted Projects) Transmittal to Lending Institution (LI)												UPMO Operations Sign
1.12	Notice of Award		Sign P5M		Sign P10M							BAC Recommend	
1.13	Notice to Losing Bidders	Sign P5M		Sign P10M								BAC Sign No Limit	
1.14	Contract		Approve P5M		Approve P10M								Use concerned Enter Into Contract
1.15	Notice to Proceed		Sign P5M		Sign P10M		Sign No Limit		Sign No Limit		Sign No Limit		
1.16	OTHER ACTIVITIES												
1.16.1	3 Strikes Policy (Notice, Report and Resolution)	Recommend	Approve and Submit	Recommend	Approve and Submit		PrS Consolidate and Recommend, Legal Review					BAC Recommend	
1.16.2	Blacklisting (Strikes)	Recommend	Approve and Submit	Recommend	Approve and Submit		PrS (Consolidate)					BAC Recommend	
1.17	Alternative Methods of Procurement												
1.17.1	DPWH Certified Funding Strategy per Contract		Budget Officer Certify Availability of Allotment P5M		Budget Officer Certify Availability of Allotment P10M								Planning Certify
1.17.2	Resolution adopting to Alternative Method												
1.17.2.1	Limited Source Bidding	Recommend	Approve	Recommend	Approve							BAC Recommend	
1.17.2.2	Negotiated Procurement	Recommend	Approve	Recommend	Approve							BAC Recommend	

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
2	CIVIL WORKS¹												
2.1	Project Procurement Management Plan (PPMP) Indicative/Final		Submit P50M ⁵		Submit P200M ⁵				Submit		Submit		
2.2	Annual Procurement Plan (APP) Indicative/Final	Recommend	Approve and Submit	Recommend	Approve and Submit		PrS Consolidate and Submit					BAC Recommend	
2.3	DPWH Certified Funding Strategy per Contract		Budget Officer Certify availability of Allotment P50M ⁵		Budget Officer Certify availability of Allotment P200M ⁵	Budget Officer Certify availability of Allotment No Limit							Planning Services Issues
2.4	ABC ²		Approve P50M ⁵		Approve P200M ⁵							Technical Services Recommend P300M	Technical Services Approve P300M Recommend above P300M
2.5	Advertisement	Approve P50M ⁵		Approve P200M ⁵			PrS Advertise/Post					BAC Approve No Limit	
2.6	Eligibility Processing ³	Process P50M ⁵		Process P200M ⁵			PrS Process					BAC Approve No Limit	
2.7	Eligibility Approval ⁴	Approve P50M ⁵		Approve P200M ⁵								BAC Approve No Limit	
2.8	Notice of Post-Qualification/Disqualification	Sign P50M ⁵		Sign P200M ⁵								BAC Sign No Limit	
2.9	(Foreign-assisted) Transmittal of Pre/Post-Qualification to Lending Institution												UPMO Operations Sign

¹Procure Projects for School Building, the District Engineer (DE) approve No Limit

²For FAPs, this step occurs after the bid submission.

³For FAPs, it is Pre-Qualification instead of eligibility, unless otherwise agreed with Lending Institution

⁴Subject to implemenation of CWR at Regional Level.

⁵Limit of Authority of the District Engineers and Regional Directors listed in DO 186, S. 2015, for other offices not listed, **20M and 100M** respectively.

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary	
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director			
2.10	Resolution of Award	Recommend P50M ⁵	Approve P50M ⁵	Recommend P200M ⁵	Approve P200M ⁵							BAC Recommend		
2.11	(Foreign-assisted) Transmittal of Award to Lending Institution												UPMO Operations Sign	
2.12	Notice of Award and Notice to Losing Bidders	Sign P50M ⁵		Sign P200M ⁵								BAC Sign No Limit		
2.13	CONTRACT													
2.13.1	Locally Funded Projects		Asst. DE Enter into Contract DE Approve P50M ⁵		Asst. RD Enter into Contract RD Approve P200M ⁵							Enter into Contract P50M	Regional Operations Enter into Contract P200M	Regional Operations Enter into Contract above P200M (No Limit)
														Regional Operations Approve P200M
2.13.2	Foreign Assisted Projects											Enter into Contract P50M	UPMO Operations Enter into Contract P200M	UPMO Operations Enter into Contract above P200M (No Limit)
														UPMO Operations Approve P200M
2.14	NOTICE TO PROCEED													
2.14.1	Locally Funded Projects		Sign P50M ⁵		Sign P200M ⁵				Sign P200M		Sign P200M		Regional Operations Sign above P200M	

⁵Limit of Authority of the District Engineers and Regional Directors listed in DO 186, S. 2015, for other offices not listed, **20M and 100M** respectively.

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
2.14.1	Foreign Assisted Projects												UPMO Operations Sign
2.15	OTHER ACTIVITIES												
2.15.1	Failure of Bidding	Recommend P50M	Approve P50M	Recommend P200M	Approve P200M								BAC Recommend
2.15.2	Blacklisting (3-Strikes) during Procurement	Recommend	Approve and Submit	Recommend	Approve and Submit		PrS Consolidate/ Evaluate						BAC Recommend
2.15.3	Blacklisting (Updating in CWR)						PrS Evaluate/ Analyze						BAC Recommend
2.16	ALTERNATIVE METHOD OF PROCUREMENT												
2.16.1	DPWH Certified Funding Strategy per Contract		Budget Officer Certify availability of Allotment P50M		Budget Officer Certify availability of Allotment P200M								Planning Services Issues
2.16.2	RESOLUTION ADOPTING TO ALTERNATIVE METHOD												
2.16.2.1	By Negotiated Contract	Recommend P50M	Approve P50M	Recommend P150M	Approve P150M								BAC Recommend
2.16.2.2	By Administration/Force Account												BAC Recommend P50M
2.16.2.3	Pakyaw Labor	Recommend P500T	Approve P500T	Recommend P500T	Approve P500T								
2.16.2.3.1	Pre-approval for > P5M	Recommend	Indorse	Recommend	Indorse								BAC Recommend
2.16.2.3.2	Negotiated Contract	Recommend	Indorse	Recommend	Approve P5M								BAC Recommend
2.16.2.4	By MOA with LGU												
2.16.2.4.1	Authority to Undertake		Approve P10M		Approve P10M								Regional Operation Recommend
2.16.2.4.2	MOA		Enter up to P10M		Approve P10M Enter above P10M								Regional Operations Recommend

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3	GOODS/SUPPLIES/OTHER SERVICES												
3.1	Project Procurement Management Plan (PPMP)		Submit		Submit		Submit		Submit		Submit	Submit	Submit
3.2	Annual Procurement Plan (APP)	Recommend	Approve	Recommend	Approve		PrS Consolidate					BAC Recommend	
3.3	PUBLIC BIDDING FOR SUPPLIES (NON-INFRA) & OFFICE EQUIPMENT (ALL)⁶												
3.3.1	Purchase Request (PR)		Approve P3M		Approve P5M		Approve P5M		Approve P5M		Approve P5M	Concerned Asec Approve P10M ⁷	Concerned Usec Approve No Limit ⁷
3.3.2	Advertisement	Approve P3M		Approve P5M								BAC Approve No Limit	
3.3.3	Abstract of Bids	Approve P3M		Approve P5M								BAC Approve No Limit	
3.3.4	Notice of Post-Qualification/ Disqualification	Sign P3M		Sign P5M								BAC Sign No Limit	
3.3.5	Resolution of Award	Recommend	Approve P3M	Recommend	Approve P5M							BAC Recommend	Support Services Approve P10M ⁷
3.3.6	Notice of Award and Notice to Losing Bidders	Sign P3M		Sign P5M								BAC Sign No Limit	
3.3.7	Contract		Approve P3M		Approve P5M								Support Services Approve P10M ⁷
3.3.8	Notice to Proceed		Sign P3M		Sign P5M								Support Services Sign P10M ⁷

⁶with Certificate of Non-availability of Supply issued by DBM.

⁷Provided that Asec/Usec of Support Services is not a BAC Chairman (per RA 9184).

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.4	PUBLIC BIDDING FOR INFRA RELATED GOODS/SUPPLIES/OTHER SERVICES (PROJECTS BY ADMINISTRATION)												
3.4.1	INFRA-RELATED GOODS AND ROUTINE ROAD MAINTENANCE (EXCEPT EQUIPMENT LEASE)												
3.4.1.1	Purchase Request (PR)		Approve P3M		Approve P5M		Approve P1M		Approve P1M		Approve P1M	Support Services Approve P3M ⁷	Support Services Approve P5M ⁷
3.4.1.2	Advertisement	Approve P3M		Approve P5M								BAC Approve No Limit	
3.4.1.3	Abstract of Bids	Approve P3M		Approve P5M								BAC Approve No Limit	
3.4.1.4	Notice of Post-Qualification/ Disqualification	Sign P3M		Sign P5M								BAC Sign No Limit	
3.4.1.5	Resolution of Award	Recommend	Approve P3M	Recommend	Approve P5M							BAC Recommend	Support Services Approve P5M ⁷
3.4.1.6	Notice of Award and Notice to Losing Bidder	Sign P3M		Sign P5M								BAC Sign No Limit	
3.4.1.7	Contract		Approve P3M		Approve P5M								Support Services Approve P5M ⁷
3.4.1.8	Notice to Proceed		Sign P3M		Sign P5M								Support Services Sign P5M ⁷
3.4.2	EQUIPMENT AND SERVICE VEHICLE												
3.4.2.1	PURCHASE												
3.4.2.1.1	Authority to Purchase								BOE Recommend				
3.4.2.1.2	Purchase Request (PR)		Approve P3M		Approve P5M		Approve P5M		Approve P5M		Approve P5M	Technical Services Approve P10M	Technical Services Approve P50M

⁷ Provided that Asec/Usec of Support Services is not a BAC Chairman (per RA 9184).

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.4.2.1.3	Advertisement	Approve P3M		Approve P5M								BAC Approve No Limit	
3.4.2.1.4	Abstract of Bids	Approve P3M		Approve P5M								BAC Approve No Limit	
3.4.2.1.5	Notice of Post-Qualification/ Disqualification	Sign P3M		Sign P5M								BAC Sign No Limit	
3.4.2.1.6	Resolution of Award	Recommend	Approve P3M	Recommend	Approve P5M							BAC Recommend	Concerned Usec Approve P50M ⁷
3.4.2.1.7	Notice of Award and Notice to Losing Bidder	Sign P3M		Sign P5M								BAC Sign No Limit	
3.4.2.1.8	Contract		Approve P3M		Approve P5M								Concerned Usec Approve P50M ⁷
3.4.2.1.9	Notice to Proceed		Sign P3M		Sign P5M								Concerned Usec Sign P50M ⁷
3.4.2.2	LEASE OF EQUIPMENT												
3.4.2.2.1	Authority to lease from private lessors		Below 30 days ⁸		60 days below ⁸				BOE Recommend above 60 days ⁸				Operations Approve above 60 days ⁸
3.4.2.2.2	Purchase Request (PR)		Approve P1.5M		Approve P3M				BOE Recommend above P3M				Operations Approve P5M
3.4.2.2.3	Advertisement	Approve P1.5M		Approve P3M								BAC Approve No Limit	
3.4.2.2.4	Abstract of Bids	Approve P1.5M		Approve P3M								BAC Approve No Limit	
3.4.2.2.5	Notice of Post-Qualification/ Disqualification	Sign P1.5M		Sign P3M								BAC Sign No Limit	

⁷ Provided that Asec/Usec of Support Services is not a BAC Chairman (per RA 9184).

⁸ calendar days.

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.4.2.2.6	Resolution of Award	Recommend	Approve P1.5M	Recommend	Approve P3M							BAC Recommend	Operations Approve P5M
3.4.2.2.7	Notice of Award and Notice to Losing Bidder	Sign P1.5M		Sign P3M								BAC Sign No Limit	
3.4.2.2.8	Contract		Approve P1.5M		Approve P3M				BOE Recommend above P3M				Operations Approve P5M
3.4.2.2.9	Notice to Proceed		Sign P1.5M		Sign P3M								Operations Approve P5M
3.4.2.3	RENTAL OF SERVICE VEHICLE												
3.4.2.3.1	MORE THAT 15 DAYS-SUBJECT TO DBM CLEARANCE												
3.4.2.3.1.1	Request for DBM Clearance	Recommend	Indorse	Recommend	Indorse				BOE Recommend				Operations Indorse to DBM
3.4.2.3.1.2	Purchase Request (PR)		Approve P1.5M		Approve P3M								
3.4.2.3.1.3	Advertisement	Approve P1.5M		Approve P3M									
3.4.2.3.1.4	Abstract of Bids	Approve		Approve									
3.4.2.3.1.5	Notice of Post-Qualification/ Disqualification	Sign P1.5M		Sign P3M									
3.4.2.3.1.6	Resolution of Award	Recommend P1.5M	Approve P1.5M	Recommend P3M	Approve P3M								
3.4.2.3.1.7	Notice of Award and Notice to Losing Bidder	Sign P1.5M		Sign P3M									
3.4.2.3.1.8	Contract		Approve P1.5M		Approve P3M				BOE Recommend above P3M				Operations Approve above P3M
3.4.2.3.1.9	Notice to Proceed		Sign P1.5M		Sign P3M								

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.4.2.4	MAINTENANCE AND REHABILITATION (LIGHTS AND HEAVY EQUIPMENT)												
3.4.2.4.1	Maintenance/parts	Recommend P1.5M Land Based (ESU should be provisional member of DEO BAC)	Approve P1.5M Land Based	Recommend P3M Land Based P5M Water Based (EMD should be provisional member of Regional BAC)	Approve P3M Land Based P5M Water Based				BOE Recommend No Limit				Operations Approve No Limit
3.4.2.4.1.1	Purchase Request (PR)		Approve P1.5M		Approve P5M ⁹								
3.4.2.4.1.2	Advertisement	Approve P1.5M		Approve P5M ⁹									
3.4.2.4.1.3	Abstract of Bids	Approve P1.5M		Approve P5M ⁹									
3.4.2.4.1.4	Notice of Post-Qualification/ Disqualification	Sign P1.5M		Sign P5M ⁹									
3.4.2.4.1.5	Resolution of Award	Recommend P1.5M	Approve P1.5M	Recommend P5M ⁹	Approve P5M ⁹								
3.4.2.4.1.6	Notice of Award and Notice to Losing Bidder	Sign P1.5M		Sign P5M									
3.4.2.4.1.7	Contract		Approve P1.5M		Approve P5M ⁹								
3.4.2.4.1.8	Notice to Proceed		Sign P1.5M		Sign P5M ⁹								
3.4.2.4.2	Rehabilitation/parts			Recommend P3M Land Based P5M Water Based (EMD should be provisional member of Regional BAC)	Approve P3M Land Based P5M Water Based				BOE Recommend No Limit				Operations Approve No Limit

The approval of Land Based Maintenance and Rehabilitation is P3M or P5M or P5M⁹

⁹The approval of Land Based Maintenance and Rehabilitation/parts is P3M and Water Based Maintenance and Rehabilitation/parts is 5M.

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.4.2.4.2.1	Purchase Request (PR)				Approve P5M ⁹								
3.4.2.4.2.2	Advertisement			Approve P5M ⁹									
3.4.2.4.2.3	Abstract of Bids			Approve P5M									
3.4.2.4.2.4	Notice of Post-Qualification/ Disqualification			Sign P5M ⁹									
3.4.2.4.2.5	Resolution of Award			Recommend P5M ⁹	Approve P5M ⁹								
3.4.2.4.2.6	Notice of Award and Notice to Losing Bidder			Sign P5M ⁹									
3.4.2.4.2.7	Contract				Approve P5M ⁹								
3.4.2.4.2.8	Notice to Proceed				Sign P5M ⁹								
3.4.3	LABOR "PAKYAW"												
3.4.3.1	Purchase Request (PR)		Approve P1M		Approve P1M								
3.4.3.2	Advertisement	Approve P1M		Approve P1M									
3.4.3.3	Abstract of Bids	Approve P1M		Approve P1M									
3.4.3.4	Notice of Post-Qualification/ Disqualification	Sign P1M		Sign P1M									
3.4.3.5	Resolution of Award	Recommend P1M	Approve P1M	Recommend P1M	Approve P1M								
3.4.3.6	Notice of Award and Notice to Losing Bidder	Sign P1M		Sign P1M									
3.4.3.7	Contract		Approve P1M		Approve P1M								
3.4.3.8	Notice to Proceed		Sign P1M		Sign P1M								

⁹The approval of Land Based Maintenance and Rehabilitation/parts is P3M and Water Based Maintenance and Rehabilitation/parts is 5M.

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.5	ALTERNATIVE METHOD OF PROCUREMENT P500T BELOW (INCLUDING LESS THAN 15 DAYS RENTAL OF SERVICE VEHICLE)												
3.5.1	Purchase Request (PR)		Approve		Approve		Approve		Approve		Approve	Concerned Asec Approve	Concerned Usec Approve
3.5.2	Advertisement	Approve		Approve								BAC Approve	
3.5.3	Abstract of Bids	Approve		Approve								BAC Approve	
3.5.4	Notice of Post-Qualification/Disqualification	Sign		Sign								BAC Sign	
3.5.5	Resolution of Award	Recommend	Approve	Recommend	Approve							BAC Recommend	Support Services Approve ⁷
3.5.6	Notice of Award and Notice to Losing Bidder	Sign		Sign								BAC Sign	
3.5.7	Purchase Order/Work Order		Approve		Approve								Support Services Approve ⁷
3.5.8	Notice to Proceed		Sign		Sign		Sign		Sign		Sign	Sign	Sign
3.5.9	OTHER ACTIVITIES												
3.5.9.1	Failure of Bidding	Recommend	Approve	Recommend	Approve		PrS Recommend					BAC Recommend	
3.5.9.2	Blacklisting (Strikes)	Recommend	Approve	Recommend	Approve		PrS Recommend					BAC Recommend	
3.6	Negotiated Procurement (PS DBM)- Purchase Request (PR)/Agency Purchase Request (APR)		Approve No Limit		Approve No Limit		Approve P2.5M		Approve P2.5M		Approve P2.5M	Concerned Asec Approve P5M	Concerned Usec Approve P10M

7 Provided that Asec/ Usec of Support Services is not a BAC Chairman (see DA 0104)

⁷ Provided that Asec/Usec of Support Services is not a BAC Chairman (per RA 9184).

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
IX	HUMAN RESOURCE															
1	Plantilla of Personnel						Approve		HRAS Approve							
2	OFFICE PLACEMENT COMMITTEE RECOMMENDATION/RESOLUTION TO BE SUBMITTED TO THE CENTRAL SELECTION BOARD (CSB) / REGIONAL SELECTION BOARD (RSB)															
2.1	All DEO personnel below ADE (to be submitted to RSB)			Approve												
2.2	Regional Division Chief (to be submitted to CSB)						Approve									
2.3	Division Chief and below in the Central Office (to be submitted to CSB)								Approve			Approve		Approve		
3	SELECTION BOARD RESOLUTION (BASED ON THE RESOLUTION OF THE PLACEMENT COMMITTEE CONCERNED)															
3.1	All 1st and 2nd level positions in the DEOs and ROs except Division Chief ¹⁰						Approve									
3.2	All 1st and 2nd level positions in the Central Office except Division Chief															Concerned Usec Approve
4	SIGNING OF APPOINTMENTS IN ACCORDANCE WITH APPROVED RESOLUTION/APPROVAL OF SEPARATION FROM THE SERVICE															
4.1	All 1st and 2nd level plantilla positions except Division Chief						Approve								Concerned Asec Approve ¹¹	
4.2	All 3rd level officials who are not Presidential Appointees, Division Chief, DE, and ADE with CSB/Mancom Resolution approved by Secretary															Concerned Usec Approve
4.3	Immediate Staff of Presidential Appointees holding Co-Terminus with the Official (CTO) positions														Concerned Asec Approve	Concerned Usec Approve

¹⁰Recommendations/Appointments to DE and ADE positions, considering that these position are already transferred to and/or included in the PSIPOP of OSEC, shall be covered by a Resolution issued by the Management Committee (all Undersecretaries and Assistant Secretaries) to be approved by the Secretary.

¹¹If Asec is not a member of CSB

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
4.4	Immediate Staff of Presidential Appointees in the Central Office (per plantilla) except Co-Terminus with Official (CTO)														Support Services Approve	
5	Notice of Salary Adjustments / Step Increments	Note: Same levels of authorities authorized in the "Signing of Appointments in accordance with approved Resolution/Approval of Separation from the Service"														
6	AUTHORITY TO HIRE/RENEW/REPLACE AND APPROVAL OF CONTRACTS OF SERVICE OF JOB ORDER PERSONNEL															
6.1	Authority to hire/renew/replace/ upgrade of Job Order personnel and approval of initial Contract of Service for DEOs						Approve									
6.2	Job Order Contract of Service for DEOs with prior authority to renew/rehire from Regional Director			Approve												
6.3	Authority to hire/rehire/replace/ upgrade Job Order personnel and approval of Contract of Service for ROs						Approve									
6.4	Authority to rehire/ replace Job Order personnel with prior authority to hire from the Secretary															Concerned Usec Approve
6.5	Job Order Contract of Service for CO with prior authority to hire/rehire from the Secretary/ Undersecretary								Approve			Approve		Approve		
7	DESIGNATION															
7.1	Officer-In-Charge to the Office of DE and Division Chief in the ROs and DEOs (Designee must come from the same Division/DEO/RO)															Approve up to one (1) month

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
7.2	Officer-In-Charge to the Office of ADE in the DEOs (Designee must come from the same Division/DEO)						Approve up to one (1) month									
7.3	Assistant Division Chief, Section Chief and below						Approve		Approve			Approve		Approve		
8	REASSIGNMENT OF PERSONNEL WITHIN THE DPWH UP TO SIX (6) MONTHS AND EXTENSION FOR ANOTHER SIX (6) MONTHS/RECALL OF REASSIGNMENT															
8.1	Section Chief and below within the same District (copy furnished the Regional Director thru the Regional Administrative Officer concerned)			Approve												
8.2	Assistant Division Chief/Section Chief and below within the same Region-including moves between DEOs in same Region						Approve									
8.3	Assistant Division Chief/Section Chief and below within the same Bureau/Service/UPMO								Approve			Approve		Approve		
8.4	Assistant Division Chief/Section Chief and below including regional/district personnel, outside the mother Region/Bureau/Service /UPMO															Concerned Usec Approve
9	LOCAL TRAVEL (OFFICIAL)															
9.1	All DEO personnel below ADE within the District/Region			Approve below thirty(30) days			Approve > thirty (30) days									

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
9.2	All DEO personnel below ADE Outside the District/Region			Sign			Approve below thirty(30) days								Concerned Asec Approve > thirty (30) days	
9.3	All DE and ADE within/outside the District/Region			Sign for ADE			Approve below thirty(30) days								Concerned Asec Approve > thirty (30) days	
9.4	All 1st and 2nd level personnel of RO within/outside the Region						Approve below thirty(30) days								Concerned Asec Approve > thirty (30) days	
9.5	Director and Assistant Director (Bureau/Service/ Regional/UPMO)															Concerned Usec Approve below thirty (30) days
9.6	All Project Manager (except those designated as Cluster Project Director and Assistant Project Director) and Division Chief (Central Office)														Concerned Asec Approve below thirty (30) days	Concerned Usec Approve > one (1) month
9.7	Assistant Division Chief/Section Chief and below (Central Office)								Approve below thirty(30) days			Approve below thirty(30) days		Approve below thirty(30) days	Approve > thirty (30) days	

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
10	TRAVEL ABROAD (PERSONAL)															
10.1	Travel Abroad for personal reason of all Division Chief, Assistant Division Chief/Section Chief and below excluding ADE														Support Services Approve up to thirty (30) working days	
11	LEAVE APPLICATIONS															
11.1	Section Chief and below			Approve up to one (1) month		Approve up to one (1) month	Approve > one (1) month		Approve No Limit			Approve No Limit		Approve No Limit		
11.2	Assistant Division Chief					Approve up to one (1) month	Approve > one (1) month		Approve No Limit			Approve No Limit				
11.3	Assistant Director and District Engineer						Approve up to five (5) days					Approve up to five (5) days				Concerned Usec Approve > five (5) days
11.4	Project Manager, Division Chief and Assistant District Engineer						Approve up to one (1) month		Approve up to one (1) month			Approve up to one (1) month		Approve up to one (1) month		Concerned Usec Approve > one (1) month
11.5	Director(Bureau/Service/Regional/UPMO Cluster)														Concerned Asec Approve up to five (5) days	Concerned Usec Approve > five (5) days
12	Request for authority to teach/practice profession, subject to CSC rules						Recommend		Recommend			Recommend		Recommend		Support Services Recommend

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
13	CERTIFICATE OF CLEARANCE															
13.1	Assistant Division Chief / Section Chief and below			Approve			Approve except bonded personnel		HRAS Approve							
13.2	Director(Bureau/Service/Regional/ UPMO), Project Managers, DEs, Division Chiefs, ADEs, and Bonded Personnel															Concerned Usec Approve
14	Attendance to Non-DPWH Local Trainings/Seminar/ Conventions charges to the government (e.g Travel Expenses and Training Fees)						Approve up to five (5) days		Approve up to five (5) days			Approve up to five (5) days		Approve up to five (5) days	Approve No Limit	
15	Signatory in the various communication letter answering the inquiries of internal and external creditors relative to human resource and administrative matters.			Sign			Sign		HRAS ¹² Sign						Support Services Sign	Support Services Sign

¹²Human Resource and Administrative Service

¹² Human Resource and Administrative Service

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
X	FINANCIAL															
1	Certification of Funding for the Award Contract under the DPWH Multi-Year Program								Planning Approve P50M							Planning Approve No Limit
2	PAYMENT FOR ACQUISITION OF LAND AND PROPERTIES															
2.1	Letter Request for ORS					Approve No Limit			Legal Approve No Limit					Approve P50M		
2.2	Signing of Box A of DV				Sign			Sign					Sign			
2.3	Approval of Voucher						Approve P50M		Legal Approve P50M					Approve P50M	Operations Approve P75M	Operations Approve P100M
2.4	Signing & Countersign of Check				Cashier Sign HRAD ¹⁴ Countersign P50M			Chief Cashier Sign	HRAS ¹⁵ Countersign No Limit							
3	PAYMENT OF CONSULTANCY SERVICES															
3.1	Letter Request of ORS		Approve P5M			Approve P10M			Approve No Limit			Approve No Limit		Approve No Limit		
3.2	Signing of Box A of DV	Sign			Sign			Sign		Sign			Sign			
3.3	Approval of Voucher (except Advance Payment, and 1 st & Final Billings for Contracts approved by Secretary)			Approve P5M			Approve P10M									Concerned Usec Approve No Limit
3.4	Signing & Countersign of Check	Cashier Sign HRAS ¹³ Countersign P5M			Cashier Sign HRAD ¹⁴ Countersign P10M			Chief Cashier Sign	HRAS ¹⁵ Countersign No Limit							
3.5	Signatory to Withdrawal Application of Foreign-assisted Projects														Authorized Signatories Sign No Limit	

¹³Human Resource and Administrative Section ¹⁴Human Resource and Administrative Division ¹⁵Human Resource and Administrative Service

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
4	PAYMENT OF CONTRACTORS CONTRACTS															
4.1	Letter Request for ORS		Approve P50M			Approve P200M			Approve No Limit			Approve No Limit		Approve No Limit		
4.2	Signing of Box A of DV	Sign			Sign								Sign			
4.3	Approval of Voucher (except Advance Payment, and 1 st & Final Billings for Contracts approved by Secretary)			Approve P50M			Approve P200M							Approve P50M		Operations Approve P200M
4.4	Signing & Countersign of Check	Cashier Sign HRAS ¹³ Countersign P50M			Cashier Sign HRAD ¹⁴ Countersign P200M			Chief Cashier Sign	HRAS ¹⁵ Countersign No Limit							
4.5	Signatory to Withdrawal Application of Foreign-assisted Projects														Authorized Signatories Sign No Limit	
5	PAYMENT OF "PAKYAW" CONTRACTS															
5.1	Letter Request of ORS		Approve P1M			Approve P1M							Approve P1M			
5.2	Signing of Box A of DV	Sign			Sign								Sign			
5.3	Approval of Voucher			Approve P1M			Approve P1M							Approve P1M		
5.4	Signing & Countersign of Check	Cashier Sign HRAS ¹³ Countersign P1M			Cashier Sign HRAD ¹⁴ Countersign P1M			Chief Cashier Sign	HRAS ¹⁵ Countersign P1M							
6	PAYMENT OF LEASE OF EQUIPMENT															
6.1	Letter Request of ORS		Approve P1.5M			Approve P3M			Approve P3M		Approve P3M		Approve P3M		Approve No Limit	
6.2	Signing of Box A of DV	Sign			Sign			Sign		Sign			Sign			
6.3	Approval of Voucher			Approve P1.5M			Approve P3M		Approve P3M			Approve P3M		Approve P3M	Approve P3M	Approve No Limit

¹³Human Resource and Administrative Section

¹⁴Human Resource and Administrative Section

¹⁵Human Resource and Administrative Section

¹³Human Resource and Administrative Section

¹⁴Human Resource and Administrative Division

¹⁵Human Resource and Administrative Service

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
6.4	Signing & Countersign of Check	Cashier Sign HRAS ¹³ Countersign P1.5M			Cashier Sign HRAD ¹⁴ Countersign P3M			Chief Cashier Sign	HRAS ¹⁵ Countersign No Limit							
7	PAYMENT OF JANITORIAL AND SECURITY SERVICES															
7.1	Letter Request of ORS		Approve P500T			Approve P500T			HRAS ¹⁵ Approve No Limit							
7.2	Signing of Box A of DV	Sign			Sign			Sign								
7.3	Approval of Voucher			Approve P500T			Approve No Limit		HRAS ¹⁵ Approve P5M						Support Services Approve P10M	Support Services Approve No Limit
7.4	Signing & Countersign of Check	Cashier Sign		Countersign	Cashier Sign		Countersign	Chief Cashier Sign	HRAS ¹⁵ Countersign No Limit							
8	PAYMENT OF GOODS															
8.1	Letter Request of ORS		Approve P3M			Approve P5M			Approve No Limit			Approve No Limit		Approve No Limit		
8.2	Signing of Box A of DV	Sign			Sign			Sign		Sign			Sign		EA Sign	EA Sign
8.3	Approval of Voucher			Approve P3M			Approve P5M		Approve P5M			Approve P5M		Approve P5M	Concerned Asec Approve P10M	Concerned Usec Approve No Limit
8.4	Signing & Countersign of Check	Cashier Sign HRAS ¹³ Countersign P3M			Cashier Sign HRAD ¹⁴ Countersign P5M			Chief Cashier Sign	HRAS ¹⁵ Countersign No Limit							

¹³Human Resource and Administrative Section ¹⁴Human Resource and Administrative Division ¹⁵Human Resource and Administrative Service

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
9	PAYMENT OF PERSONNEL SERVICES															
9.1	Letter Request of ORS		Approve No Limit			Approve No Limit			Approve No Limit			Approve No Limit		Approve No Limit	Approve No Limit	Approve No Limit
9.2	Signing of Box A of DV	Sign			Sign			Sign								
9.3	Approval of Voucher			Approve No Limit			Approve No Limit		HRAS ¹⁵ Approve No Limit							
9.4	Signing & Countersign of Check	Cashier Sign HRAS ¹³ Countersign No Limit			Cashier Sign HRAD ¹⁴ Countersign No Limit			Chief Cashier Sign	HRAS ¹⁵ Countersign No Limit							
10	MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)															
10.1	Letter Request of ORS		Approve No Limit			Approve No Limit			Approve No Limit		Approve No Limit			Approve No Limit	Approve No Limit	Approve No Limit
10.2	Signing of Box A of DV	Sign			Sign			Sign		Sign			Sign		EA Sign	EA Sign
10.3	Approval of Voucher			Approve No Limit			Approve No Limit		Approve No Limit			Approve No Limit		Approve No Limit	Approve No Limit	Approve No Limit
10.4	Signing & Countersign of Check	Cashier Sign HRAS ¹³ Countersign			Cashier Sign HRAD ¹⁴ Countersign			Chief Cashier Sign	HRAS ¹⁵ Countersign No Limit							
11	SIGNING & COUNTERSIGNING FOR ADVICE TO DEBIT ACCOUNT (ADA)															
11.1	List of Due and Demandable Accounts Payable (LDDAP)															
11.1.1	Signing	Accountant			Fiscal Controller			Chief Accountant								
11.1.2	Approval			Approve No Limit			Approve No Limit		FMS No Limit							
11.2	ADVICE TO DEBIT ACCOUNT (ADA)															
11.2.1	Signing	Accountant			Fiscal Controller			Chief Accountant P50M	FMS above P50M (No Limit)							
11.2.2	Countersigning			Approve No Limit			Approve No Limit		FMS Approve P50M						Support Services Approve P75M	Support Services Approve No Limit

¹³Human Resource and Administrative Section ¹⁴Human Resource and Administrative Division ¹⁵Human Resource and Administrative Service

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
12	SIGNING & COUNTERSIGNING OF NOTICE OF TRANSFER OF ALLOCATION (NTA)															
12.1	Signing							Chief Accountant P50M	FMS above P50M (No Limit)							
12.2	Countersigning								FMS Approve P50M						Support Services Approve P75M	Support Services Approve No Limit
13	Request DBM for Notice of Cash Allocation (NCA)	Accountant		Recommend No Limit	Fiscal Controller		Indorse No Limit	Accountant	FMS Recommend No Limit							
14	AUTHORITY FOR RELEASE OF SUB-ALLOTMENT ADVICE (SAA)															
14.1	Personal Services (PS)/ Maintenance and Other Operating Expenses (MOOE)								FMS Approve No Limit							
14.2	CAPITAL OUTLAYS															
14.2.1	Lump Sum Appropriations - projects needing DBM clearance								Planning Request No Limit							
14.2.2	Lump Sum Appropriations without breakdowns								Planning Request No Limit							Planning Recommend
14.2.3	Centrally-managed Projects								Planning Request No Limit			Request No Limit		Request No Limit		Operations Recommend
15	Release of Sub-Allotment Advice (SAA)							Chief Budget Officer Prepare	FMS Approve No Limit							

OMNIBUS LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
16	TRANSFER OF FUND WITH FUNDING CHECK TO LGU AND OTHER AGENCIES															
16.1	Letter of Advice of Allotment (LAA)			Approve P50M	Sign		Approve P200M		FMS Approve P50M						Support Services Approve P75M	Support Services Approve P100M
16.2	Signing of Box A of DV	Sign			Sign										Operations Sign P75M	Operations Sign P100M
16.3	Disbursement Voucher Approval			Approve P50M			Approve P200M								Support Services Approve P75M	Support Services Approve P100M
16.4	Signatory of funding checks	Cashier Sign		Countersign P50M	Cashier Sign		Countersign P200M	Chief Cashier No Limit	HRAS ¹³ Countersign No Limit							
17	Signatory in the various communication letter answering the inquiries of internal and external creditors relative to accounting, budgeting and financial matters.			Sign			Sign		FMS Sign						Support Services Sign	Support Services Sign
18	SPECIAL BUDGET CHARGED TO ENGINEERING AND ADMINISTRATIVE OVERHEAD (EAO)															
18.1	Central Office								FMS Consolidate Special Budget							Support Services Recommend
18.2	Regional/District	Accounting Prepare Special Budget		Indorse	FMD Review & Recommend		Approve									

¹³Human Resource and Administrative Section

¹³Human Resource and Administrative Section