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5-06-2002



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

MAY 06 2002

DEPARTMENT ORDER  
NO. 142  
Series of 2002 5-6-02

SUBJECT: **DELINEATION OF AUTHORITIES/  
RESPONSIBILITIES IN THE  
PRESIDENT'S BRIDGE PROGRAM**

In the interest of the service and to provide an efficient and smooth flow of documents in the PBP, the following authorities and responsibilities are hereby delineated:

**A. ADMINISTRATIVE AND FINANCIAL MATTERS**

**I. PERSONNEL MATTERS**

- a. Appointments. All appointments at the PBP below the level of the Assistant Program Director shall be approved by the Program Director. Contractual appointments at the SPMU shall be approved by the SPMU Project Director.
- b. Detail, Transfer, Secondment and Reassignment of Personnel. All detail, transfer or reassignment of personnel at the PBP-OP shall be approved by the Program Director.
- c. Resignation, Retirement and Leaves of Absence. All applications for leave of absence at the PBP Office and by the SPMU Project Directors shall be approved by the Program Director.  
  
Resignations and applications for retirement of all officials and employees shall be approved by the Program Director.
- d. Clearance of Officials and Employees. All clearances of PBPO personnel and SPMU Project Directors shall be approved and signed by the Program Director.
- e. Approval of Notices of Salary Adjustment. Notices of salary adjustments pursuant to budget circulars and other laws, rules and regulations shall be signed by the Assistant Program Director for Administration and Finance.
- f. Approval of Payrolls. Payroll covering payments of salaries, allowances and other benefits/employees compensation shall be approved by the Program Director or in his absence, by the Assistant Program Director for Administration and Finance.
- g. Travel Orders and Itineraries for Local and Foreign Travels. All local travel orders and itineraries of officials below the Program Director shall be approved by the concerned Assistant Program Director or the SPMU Project Directors.

Approval of foreign travels shall be in accordance with 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 in an amount not exceeding P200,000 shall be approved by the Assistant Program Director concerned at the PBPO.

Amounts in excess of P200,000 shall be approved by the Program Director.

- b. Approval of Disbursement Vouchers. All Disbursement Vouchers inclusive of Personal Services in amounts not exceeding P200,000 shall be approved by the Assistant Program Director for Administration and Finance or in his/her absence, the Assistant Program Director for Operations.

Any amount in excess of the above shall be approved by the Program Director.

## III. SIGNING AND COUNTERSIGNING OF CHECKS

The following are the authorized signing and countersigning officials for checks:

<u>Amount</u>	<u>Signing Official/s</u>	<u>Countersigning Official/s</u>
P5 million and below	Asst Program Director For Admin & Finance	Program Director
Over P5 million	Program Director	DPWH Secretary

## B. SPMU MATTERS

As project implementation is undertaken at the SPMU level, matters relating to procurement, conduct of public bidding, preparation of program of works, cost estimates and entering into local contract related to project implementation shall be approved by the SPMU Project Director.

Commercial billings/invoices of the foreign supplier shall be endorsed by the SPMU for approval of the Secretary, DPWH or the Program Director through the Assistant Program Director for Administration and Finance.

Program of Works shall be submitted by the SPMU to PBP Office through the Assistant Program Director for Operations for all bridges identified for construction within the year.

  
SIMEON A. DATUMANONG  
Secretary