



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

097.13 DPWH
09-17-2015

SEP 17 2015

DEPARTMENT ORDER)

NO. **142**)
Series of 2015)

**SUBJECT : Amended Human Resources Levels
of Authorities of Officials of the
Department of Public Works and
Highways**

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 services of the Department, the exercise of authorities with corresponding accountabilities in the Department shall be decentralized to the extent possible. The levels of authorities delegated herein shall not in any way prevent the Secretary from exercising directly such authorities. The delegated authorities may also be modified, expanded, or withdrawn by the Secretary at any time as public interest so demands.

The levels of authorities for Human Resources are hereby amended as prescribed in the attached matrix (Annex A).

In the event an Undersecretary is not assigned jurisdiction over the area concerned, the authorities designated herein for this position will remain with the Secretary. In the event that an Assistant Secretary does not have jurisdiction over the area concerned, the Undersecretary concerned shall exercise the authorities designated herein for this position. In the event a level of authority is not outlined for a given activity, the authority shall be exercised by the Secretary.

An official shall be considered absent when he is on an official trip abroad, outside his station for more than two (2) days, or when he is on official business/leave of absence for other purposes. For continuity of office operations, in the absence of the officials concerned, the authorities delegated to Bureau Directors, Regional Directors, Project Directors, and District Engineers shall be carried out by their respective Assistants over the area concerned. For Service Directors, the authorities delegated shall be carried out during their absence by the official so designated by their respective Undersecretary or Assistant Secretary. For Undersecretaries and Assistant Secretaries, the authorities delegated shall be carried out during their absence by the official so designated by the Secretary.

The exercise of such delegated authorities should be in consonance with the existing laws, policies, guidelines, rules and regulations as may have been or may hereafter be promulgated.

It is understood that an authority delegated herein cannot be further delegated by the other officials of the Department, unless it is done by the Secretary or higher appropriate authorities.

This Order supersedes D.O. No. 6, s. 2014; D.O. No. 62, s. 2014 and D.O. No. 68, s. 2013 and shall take effect immediately.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



4.3.1 ZFF/ABA

WIN5L07032

"ANNEX A"

OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS

	DISTRICT ENGINEERING OFFICE	REGIONAL OFFICE	CENTRAL OFFICE
Plantilla of Personnel		<ul style="list-style-type: none"> Approval of Plantilla of Personnel (Regional Director) 	<ul style="list-style-type: none"> Approval of Plantilla of Personnel (HRAS Director)
Office Placement Committee Recommendation/Resolution to be submitted to the Central Selection Board (CSB) /Regional Selection Board (RSB)	<ul style="list-style-type: none"> Approval of all DEO personnel below ADE to be submitted to RSB (District Engineer) 	<ul style="list-style-type: none"> Approval of Regional Division Chiefs to be submitted to CSB (Regional Director) 	<ul style="list-style-type: none"> Approval of Division Chiefs and below in the Central Office to be submitted to the CSB (Service/Bureau/Cluster Project Director concerned)
Selection Board Resolution (based on the Resolution of the Placement Committee concerned)		<ul style="list-style-type: none"> Regional Selection Board Approval of all 1st and 2nd ^{L1} level positions in the DEOs and ROs except Division Chiefs (Regional Director) 	<ul style="list-style-type: none"> Approval of all 1st and 2nd level positions except Division Chiefs (Undersecretary concerned)
Signing of Appointments in accordance with approved Resolution / Approval of Separation from the service		<ul style="list-style-type: none"> Approval of all 1st and 2nd level plantilla positions except Division Chiefs (Regional Director) 	<ul style="list-style-type: none"> Approval of all 3rd level officials who are not Presidential Appointees, Division Chiefs, DEs and ADEs with CSB/Mancom Resolution approved by the Secretary (Undersecretary concerned) Approval of all 1st and 2nd level positions except Division Chiefs (Assistant Secretary concerned; Undersecretary concerned if the Assistant Secretary is a member of the CSB) Approval of immediate Staff of Presidential Appointees holding Co-Terminus with the Official (CTO) positions (Undersecretary/Assistant Secretary concerned)

^{L1} Recommendations/Appointments to DE and ADE positions, considering that these positions 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.

OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS

	DISTRICT ENGINEERING OFFICE	REGIONAL OFFICE	CENTRAL OFFICE
			<ul style="list-style-type: none"> Approval of immediate Staff of Presidential Appointees in the CO (per plantilla) except Co-Terminus with Official (CTO) (Assistant Secretary for Support Services)
Notice of Salary Adjustments/ Step Increments	(Note: Same levels of authorities authorized in the " <i>Signing of Appointments in accordance with approved Resolution/Approval of Separation from the Service</i> ")		
Authority to hire/rehire/renew/replace and approval of contracts of service of Job Order personnel	<ul style="list-style-type: none"> Approval of authority to hire/rehire/replace/upgrade Job Order personnel and approval of initial Contract of Service (Regional Director) Approval of JO Contract of Service with prior authority to renew/rehire from the Regional Director (District Engineer) 	<ul style="list-style-type: none"> Approval of authority to hire/rehire/replace/upgrade Job Order personnel and approval of Contract of Service (Regional Director) 	<ul style="list-style-type: none"> Approval of authority to rehire/replace JO personnel with prior authority to hire from the Secretary (Undersecretary concerned) Approval of JO Contract of Service with prior authority to hire/rehire from the Secretary/Undersecretary concerned as the case maybe and in accordance with the provisions stipulated under D.O. No. 50, s. 2015, "Guidelines on Hiring and Rehiring of Job Order Personnel in the DPWH" (Service/Bureau/Cluster Project Director concerned)
Designation		<ul style="list-style-type: none"> Approval of Designation of Officer-In-Charge to the Offices of DE, ADE, Division Chief in the ROs and DEOs up to one (1) month (Designee must come from the same Division/DEO) (Regional Director) Approval of Designation of Asst. Division Chiefs/Section Chiefs and below (Regional Director) 	<ul style="list-style-type: none"> Approval of Designation of Asst. Division Chiefs/Section Chiefs and below (Service/Bureau/Cluster Project Directors concerned)

OMNIBUS LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS

	DISTRICT ENGINEERING OFFICE	REGIONAL OFFICE	CENTRAL OFFICE
Reassignment of Personnel within the DPWH up to six (6) months and extension for another six (6) months / Recall of reassignment	<ul style="list-style-type: none"> Approval of Section Chief and below within the same District, copy furnished the Regional Director, thru the Regional Administrative Officer concerned (District Engineer) 	<ul style="list-style-type: none"> Approval of Asst. Division Chiefs/Section Chiefs and below within the same Region - including moves between DEOs in same Region (Regional Director) 	<ul style="list-style-type: none"> Approval of Asst. Division Chiefs/Section Chiefs and below within the same Bureau/Service/UPMO (Service/Bureau/Cluster Project Director concerned) Approval of Asst. Division Chiefs/Section Chiefs and below including regional/district personnel, outside the mother Region/Bureau/Service/UPMO (Undersecretary Concerned^{L2})
Local Travel (Official)	<ul style="list-style-type: none"> Approval of all DEO personnel below ADE within the DEO/RO up to five (5) days (District Engineer) 	<ul style="list-style-type: none"> Approval of all 1st and 2nd level personnel including DE and ADE within or outside the DEO/RO and other agencies up to one (1) month (Regional Director) 	<ul style="list-style-type: none"> Approval of Bureau/Service/Regional/Cluster Project Directors and Assistant Directors up to one (1) month (Undersecretary concerned) Approval of all Project Managers (except those designated as Cluster Project Directors and Assistant Project Directors) and Division Chiefs up to one (1) month (Assistant Secretary concerned) Approval of Assistant Division Chiefs/Section Chiefs and below up to one (1) month (Service/Bureau/Cluster Project Director concerned)
Travel Abroad (Personal)			<ul style="list-style-type: none"> Approval of Travel abroad for personal reason of all Assistant Division Chiefs/Section Chiefs and below excluding ADE for a maximum of thirty (30) working days (Assistant Secretary for Support Services)

^{L2}

Refers to the Undersecretary that has administrative jurisdiction over the "mother office" of the personnel being reassigned.

LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS

	DISTRICT ENGINEERING OFFICE	REGIONAL OFFICE	CENTRAL OFFICE
Leave Applications	<ul style="list-style-type: none"> Approval of Leave Applications of Section Chiefs and below up to one (1) month (District Engineer) 	<ul style="list-style-type: none"> Approval of Leave Applications of Assistant Regional Directors and District Engineers up to five (5) days (Regional Director) Approval of Leave Applications of Division Chiefs and Assistant District Engineers up to one (1) month (Regional Director) Approval of Leave Applications of Asst. Division Chiefs/Section Chiefs and below > one (1) month (Regional Director) Approval of Leave Applications of Asst. Division Chiefs/Section Chiefs and below up to one (1) month (Assistant Regional Director concerned) 	<ul style="list-style-type: none"> Approval of Leave Applications of Bureau/Service/Regional/Cluster Project Directors/Assistant Directors and DEs > five (5) days (Undersecretary Concerned) Approval of Leave Applications of Bureau/Service/Regional/Cluster Project Directors up to five (5) days (Assistant Secretary Concerned) Approval of Leave Applications of Assistant Directors up to five (5) days (Bureau/Cluster Project Director concerned) Approval of Leave Applications of Assistant District Engineer and Regional Division Chiefs > one (1) month (Undersecretary concerned) Approval of Leave Applications of Project Managers (except Cluster PD and APD) and Division Chiefs > one (1) month (Undersecretary Concerned) Approval of Leave Applications of Project Managers (except Cluster PD and APD) and Division Chiefs up to one (1) month (Cluster Project Director concerned) Approval of Leave Applications of Asst. Division Chiefs/Section Chiefs and below > one (1) month (Service/Bureau/Cluster Project Director concerned) Approval of Leave Applications of Asst. Division Chiefs/Section Chiefs and below up to one (1) month (Service/Bureau/Cluster Division Chief concerned)

LEVEL OF AUTHORITIES OF DPWH KEY OFFICIALS

	DISTRICT ENGINEERING OFFICE	REGIONAL OFFICE	CENTRAL OFFICE
Request for authority to teach/practice profession, subject to CSC rules		<ul style="list-style-type: none"> • Recommends request for authority to teach/practice profession, subject to CSC rules and regulations (Regional Director) 	<ul style="list-style-type: none"> • Indorses request for authority to teach/practice profession, subject to CSC rules and regulations (Service/Bureau/Cluster Project Director concerned) • Recommends request for authority to teach/practice profession, subject to CSC rules and regulations (Undersecretary for Support Services)
Certificate of Clearance	<ul style="list-style-type: none"> • Approval of Certificate of Clearance of Section Chiefs and below (District Engineer) 	<ul style="list-style-type: none"> • Approval of Certificate of Clearance of Asst. Division Chiefs/Section Chiefs and below except bonded personnel (Regional Director) 	<ul style="list-style-type: none"> • Approval of Certificate of Clearance of Bureau/Service/Project Cluster Directors, Project Managers, DEs, Division Chiefs, ADEs, and Bonded Personnel (Undersecretary Concerned) • Approval of Certificate of Clearance of Assistant Division Chiefs/Section Chiefs and below (HRAS Director)
Attendance to Non-DPWH Local Trainings/Seminars/Conventions charged to the government (e.g. Travel Expenses & Training Fee)		<ul style="list-style-type: none"> • Approval to attend Non-DPWH local trainings/seminars/conventions within and outside District/Region charged to the government, up to five (5) days (Regional Director) 	<ul style="list-style-type: none"> • Approval to attend Non-DPWH local trainings/seminars/conventions charged to the government, up to five (5) days (Service/Bureau/Cluster Project Director concerned) • Approval to attend Non-DPWH local trainings/seminars/conventions charged to the government, > five (5) days (Assistant Secretary concerned)