



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

23 August 1979

MINISTRY ORDER)
No. 175)
Series of 1979)

SUBJECT: Administrative authority
delegated to Regional
Directors

Supplementing DPH Department Order No. 117 dated October 1, 1977 pertinent to Letter of Instructions No. 448 dated August 18, 1976, quoted hereunder is Letter of Instructions No. 895 of his Excellency, the President of the Philippines, dated July 25, 1979, relative to the same subject:na

"LETTER OF INSTRUCTIONS NO. 895

- TO : (1) All Heads of Ministries, Bureaus and
Offices of the National Government
- (2) Regional Directors

SUBJECT: Further strengthening the Administrative Capacity
for Regional Operations

To further improve on the set of minimum administrative powers delegated to the regional directors of ministries, bureaus and agencies of the executive branch of the National Government (excluding corporations) as embodied under Letter of Instructions No. 448, the following modifications/additions are hereby prescribed:

- 1) Approve negotiation of contracts for service, or for furnishing supplies, materials and equipment involving an amount not exceeding ₱100,000.00 within a given quarter provided, however, that authority in excess of ₱100,000.00 may further be authorized at the discretion of the appropriate ministry or agency head.
- 2) Exercise appointing authority over original and promotional appointments, and for reinstatement to positions up to second level which includes supervisory positions below division chief.
- 3) Accept donations such as duly titled real property and personal property to be used by the office.
- 4) The provisions of paragraph 2.c of LOI 448 on general provisions is hereby amended to read as follows:



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The exercise of the authority herein delegated shall in all cases be subject to national policies which are now existing or may be promulgated.

DONE in the City of Manila, this 25th day of July, in the year of Our Lord, Nineteen Hundred and Seventy-Nine.

(SGD.) FERDINAND E. MARCOS
President of the Philippines"

Paragraph 1 of LOI 895 amends paragraphs 9 and 10 of LOI 448 and supplements similar authority delegated pursuant to Executive Order No. 284 dated January 19, 1971, which is cited in DPH Department Order No. 36 dated January 21, 1975 governing the procurement of supplies and non-personal services. The guidelines on when and how such contracts may be negotiated are also provided in Rules 7.1, 7.2, 7.3 and 7.4 of the same department order, as amended.

Paragraph 2 of LOI 895 modifies paragraph 1.a of LOI 448 and amends paragraph 1 of DPH Department Order No. 117 by enlarging the appointing authority of Regional Directors to include original and promotional appointments and reinstatements to positions up to the second level, which includes supervisory positions below division chiefs. Prior to and as a prerequisite to exercise of this authority, the Regional Office must first create and operationalize a Selection Board and a Promotion Board pursuant to the provisions of LOI 799 and CSC Memorandum Circular No. 1, series of 1979, circularized under Ministry Order Nos. 155 and 155-A. The Selection Board shall promulgate rules and guidelines to be adopted and followed in the selection of prospective appointees for original appointment; such rules and guidelines shall first be submitted to this office for approval. The Promotion Board shall follow the guidelines promulgated by the Civil Service Commission in the evaluation of the respective qualifications and merits of officials and employees who are candidates for promotion to a given position, to determine who is the most deserving for promotional appointment.

In exercising the authority to accept donations of titled real property or personal property to be used by the office, the following guidelines shall be observed:

1. In case of donations involving real property (lot), the Torrens Title or owner's duplicate certificate of title or evidence of absolute ownership shall be verified to be sure that the donor owns the property being donated.



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2. The title should be examined to find out whether the property being donated had been previously encumbered and/or whether there are existing liens over it which would prevent the owner from donating the same.
3. Only pure donations (one that is given free through the liberality of the owner without any consideration, monetary or otherwise), as distinguished from onerous donations which require certain conditions or considerations in exchange of the property donated, may be accepted.
4. The donation shall be accepted in writing; and after such acceptance, the owner of the property should be requested to surrender the title of the property donated.
5. The documents transferring ownership to the government (deed of donation) shall then be duly registered with the Office of the Register of Deeds where the land is situated, and the necessary duplicate of Torrens Certificate of Title should be secured therefrom. Registration shall be made within 90 days of effectivity of the donation.
6. Certified true copies of the pertinent deed of donation and the corresponding duplicate Torrens Certificate of Title shall be submitted to the Accounting Officer for recording or listing of the property in the books of account.
7. After the donation is taken up in the books of account, the duplicate Torrens Certificate of Title should be forwarded to the Bureau of Records Management for permanent file in accordance with Sec. 1669 of the Revised Administrative Code.

This Ministry Order shall take effect immediately.

Vicente T. Paterno
VICENTE T. PATERNO
Minister