

NOV 23 2015

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

897.13 DPWH
11-23-2015

DEPARTMENT ORDER)
NO. **175**)
Series of 2015)

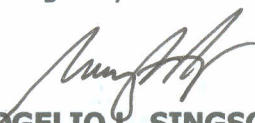
SUBJECT: Amended Human Resources and Financial Management Levels of Authorities of the Department of Public Works and Highways

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 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in any way prevent the Secretary from exercising directly such authorities and they may also be modified, expanded, or withdrawn by the Secretary at any time as public interest so demands.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 Human Resources and Financial Management are hereby amended as prescribed in the attached matrix (Annex A).

This Order shall take effect immediately upon publication and supersedes the following issuances:

1. DO 142 series of 2015, Amended Human Resources Levels of Authorities of Officials of the Department of Public Works and Highways.
2. Memorandum dated August 7, 2015, Clarification on the delegated authority provided in Department Order (DO) 24, series of 2007.
3. Memorandum dated February 11, 2013, Authorities to be delegated to the Assistant Secretary for Support Services and Service Directors for AMMS and CFMS.
4. DO 03 series of 2012, Amendment to DO 24 series of 2007, on the Release of Sub-allotment Advice (SAA) from the DPWH Central Office to the Implementing Units.
5. Annex A Section IX (Human Resource) and Section X (Financial) of DO 24 series of 2007, Amended Omnibus Levels of Authorities of Officials of the Department of Public Works and Highways.


ROGELIO L. SINGSON
Secretary

4.5.1 MNP/BEY

Department of Public Works and Highways
Office of the Secretary



WIN5P01266

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*						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	
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

*Recommendations/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.

** If 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

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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 DEO			Approve up to five (5) days			Approve > five (5) days									
9.2	All 1st and 2nd level personnel including DE and ADE within or outside the DEO/RO and other agencies						Approve up to one (1) month								Approve > one (1) month	

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		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		
9.3	Director and Assistant Director (Bureau/Service/Regional/UPMO)															Concerned Usec Approve up to one (1) month
9.4	All Project Manager (except those designated as Cluster Project Director and Assistant Project Director) and Division Chief														Concerned Asec Approve up to one (1) month	Concerned Usec Approve > one (1) month
9.5	Assistant Division Chief/Section Chief and below								Approve up to one (1) month			Approve up to one (1) month		Approve up to one (1) month	Approve > one (1) month	
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

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		
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
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* Sign						Support Services Sign	Support Services Sign

*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	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 ObR					Approve No Limit			Legal Approve No Limit					Approve P50M		
2.2	Approval of Voucher						Approve P50M		Legal Approve P50M					Approve P50M	Operations Approve P75M	Operations Approve P100M
2.3	Signing & Countersign of Check				Cashier Sign HRAD** Countersign P50M			Chief Cashier Sign	HRAS*** Countersign No Limit							
3	Payment of Consultancy Services															
3.1	Letter Request of ObR		Approve P1.2M			Approve P3M			Approve No Limit			Approve No Limit		Approve No Limit		
3.2	Approval of Voucher (except Advance Payment, and 1 st & Final Billings for Contracts approved by Secretary)			Approve P1.2M			Approve P3M									Concerned Usec Approve No Limit
3.3	Signing & Countersign of Check	Cashier Sign HRAS* Countersign P1.2M			Cashier Sign HRAD** Countersign P3M			Chief Cashier Sign	HRAS*** Countersign No Limit							
3.4	Signatory to Withdrawal Application of Foreign-assisted Projects														Authorized Signatories Sign No Limit	

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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	Director		
4	Payment of Contractors Contracts															
4.1	Letter Request for ObR		Approve P50M			Approve P100M			Approve No Limit			Approve No Limit		Approve No Limit		
4.2	Approval of Voucher (except Advance Payment, and 1 st & Final Billings for Contracts approved by Secretary)			Approve P50M			Approve P100M							Approve P50M	Operations Approve P75M	Operations Approve P100M
4.3	Signing & Countersign of Check	Cashier Sign HRAS* Countersign P50M			Cashier Sign HRAD** Countersign P100M			Chief Cashier Sign	HRAS*** Countersign No Limit							
4.4	Signatory to Withdrawal Application of Foreign-assisted Projects														Authorized Signatories Sign No Limit	
5	Payment of "PAKYAW" Contracts															
5.1	Letter Request of ObR		Approve P500T			Approve P500T							Approve P500T			
5.2	Approval of Voucher			Approve P500T			Approve P500T							Approve P500T		
5.3	Signing & Countersign of Check	Cashier Sign HRAS* Countersign P500T			Cashier Sign HRAD** Countersign P500T			Chief Cashier Sign	HRAS*** Countersign P500T							
6	Payment of Lease of Equipment															
6.1	Letter Request of ObR		Approve P600T			Approve P1.5M			Approve P1.5M		Approve P1.5M		Approve P1.5M		Approve No Limit	
6.2	Approval of Voucher			Approve P600T			Approve P1.5M		Approve P1.5M			Approve P1.5M		Approve P1.5M	Approve P3M	Approve No Limit
6.3	Signing & Countersign of Check	Cashier Sign HRAS* Countersign P600T			Cashier Sign HRAD** Countersign P1.5M			Chief Cashier Sign	HRAS*** Countersign No Limit							

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		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Director		
7	Payment of Janitorial and Security Services															
7.1	Letter Request of ObR		Approve P500T			Approve P500T			HRAS*** Approve No Limit							
7.2	Approval of Voucher			Approve P500T			Approve No Limit		HRAS*** Approve P5M						Support Services Approve P10M	Support Services Approve No Limit
7.3	Signing & Countersign of Check	Cashier Sign		Countersign	Cashier Sign		Countersign	Chief Cashier Sign	HRAS*** Countersign No Limit							
8	Payment of Goods															
8.1	Letter Request of ObR		Approve P3M			Approve P5M			Approve No Limit			Approve No Limit		Approve No Limit		
8.2	Approval of Voucher			Approve P3M			Approve P5M		Approve P5M			Approve P5M		Approve P5M	Concerned Asec Approve P10M	Concerned Usec Approve No Limit
8.3	Signing & Countersign of Check	Cashier Sign HRAS* Countersign P3M			Cashier Sign HRAD** Countersign P5M			Chief Cashier Sign	HRAS*** Countersign No Limit							
9	Payment of Personnel Services															
9.1	Letter Request of ObR		Approve No Limit			Approve No Limit			Approve No Limit			Approve No Limit		Approve No Limit	Approve No Limit	Approve No Limit
9.2	Approval of Voucher			Approve No Limit			Approve No Limit		HRAS*** Approve No Limit							
9.3	Signing & Countersign of Check	Cashier Sign HRAS* Countersign No Limit			Cashier Sign HRAD** Countersign No Limit			Chief Cashier Sign	HRAS*** Countersign No Limit							

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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	Director		
10	Maintenance and Other Operating Expenses (MOOE)															
10.1	Letter Request of ObR		Approve No Limit			Approve No Limit			Approve No Limit		Approve No Limit			Approve No Limit	Approve No Limit	Approve No Limit
10.2	Approval of Voucher			Approve No Limit			Approve No Limit		Approve No Limit			Approve No Limit		Approve No Limit	Approve No Limit	Approve No Limit
10.3	Signing & Countersign of Check	Cashier Sign HRAS* Countersign			Cashier Sign HRAD** Countersign			Chief Cashier Sign	HRAS*** 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				FMS No Limit							
11.2.2	Countersigning			Approve No Limit			Approve No Limit								Support Services Approve P75M	Support Services Approve No Limit
12	Signing & Countersigning of Notice of Transfer of Allocation (NTA)															
12.1	Signing								FMS No Limit							
12.2	Countersigning														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							

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		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager			Director
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							
16	Transfer of Fund with Funding Check to LGU and other Agencies															
16.1	Letter of Advice of Allotment (LAA)														Support Services Approve P75M	Support Services Approve P100M
16.2	Disbursement Voucher Approval						Approve P50M								Support Services Approve P75M	Support Services Approve P100M
16.3	Signatory of funding checks	Cashier Sign		Countersign P20M	Cashier Sign		Countersign P50M	Chief Cashier No Limit	HRAS*** Countersign No Limit							

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		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Director		
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									

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