



Republic of the Philippines

MINISTRY OF PUBLIC WORKS

NIA Building, E. de los Santos Ave., Quezon City

OFFICE of the MINISTER

23 August 1979

MINISTRY ORDER) SUBJECT: DELINEATION AND DELEGATION OF
) AUTHORITIES, FUNCTIONS AND
NO. 79-13) DUTIES PURSUANT TO EXECUTIVE
) ORDER NO. 546 DATED JULY 23,
x-x-x-x-x-x-x-x) 1979.

Pursuant to the provisions of existing laws and Executive Order No. 546 dated July 23, 1979, the following functions and duties are hereby delegated to the respective officials indicated below:


A. Deputy Minister

1. Approval of detailed plans, design drawings, specifications, Official Government Estimates, and programs of work for infrastructure projects involving amounts not exceeding ₱5,000,000 per project;
2. Approval of projects to be prosecuted by administration involving amounts above ₱500,000 but not exceeding ₱1,000,000 per project;
3. Award and approval of construction contracts, including assignment of rights, contracts for hiring of services, acquisition of materials and supplies or purchase of equipment relative thereto involving amounts not exceeding ₱1,000,000 each, except negotiated contracts;
4. Award and approval of negotiated contracts not exceeding ₱750,000 each in accordance with existing policy guidelines and orders;
5. Approval of change orders, extra work orders and supplemental agreements, suspension or extension of contract time for contracts whose original contract cost does not exceed ₱2,000,000 each, in accordance with existing policies, guidelines and orders;
6. Approval of requisitions for supplies, materials and equipment for projects under taken by administration involving amounts

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not exceeding ₦2,000,000 per requisition, including their corresponding orders;

7. Approval of contracts of lease of equipments and other government properties by private parties, as well as lease of equipment and other properties belonging to private parties for government use, whose total cost, considering the duration of the contract, does not exceed ₦750,000 per contract. This authority also applies where the contracting party is another government agency or government owned or controlled corporation;
8. Approval of requisitions, purchase orders and contracts for acquisition of office supplies and materials, as well as approval of contracts for hiring of office services the amount of which does not exceed ₦750,000 per requisition, purchase order or contract;
9. Budgetary requests, including funding of projects, release of funds, revalidation of CDC and other related matters where the aggregate amount involved does not exceed ₦5,000,000 in each case;
10. Signing of checks, treasury warrants, vouchers and letters of credit involving amounts not exceeding ₦1,000,000 each;
11. Appointment and discipline, including acceptance of resignation, of personnel in the Office of the Minister below the rank of chief of division. Approval of transfer, retirement, reinstatement, reemployment, detail and reassignment including dropping from the rolls of personnel below division chief in the Ministry Proper;
12. Appointment of personnel of bureaus, regional, district and field offices of the Ministry with the rank of division chief or other personnel of equivalent rank, including acceptance of resignation of such personnel, except District Engineers;
13. Approval of claims under Sec. 699 of the Revised Administrative Code, as amended, and other related laws and issuances;



14. Recommendation on foreign travel for all personnel below the third level of the Civil Service of the Office of the Minister, bureaus, regional, district and field offices of the Ministry; and
15. Performance of other functions assigned by the Minister.

B. Assistant Minister for Planning and Administration

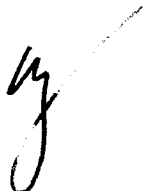
1. Formulation and review of short and long range infrastructure plans, programs and projects;
2. Formulation and review of budgets and financial plans and programs;
3. Formulation and review of annual procurement programs of supplies, materials, and equipment;
4. Approval of contracts for hiring of planning services, involving amounts up to ₱500,000 per contract;
5. Budgetary requests, including funding of projects, release of funds, revalidation of CDCs and other related matters where the amount involved does not exceed ₱2,000,000;
6. Signing of field notices or sub-allotment advices and cash disbursement ceilings;
7. Signing of checks, treasury warrants, and vouchers, involving planning matters for amounts of not exceeding ₱500,000 per check, warrant or voucher; and
8. Performance of other functions assigned by the Minister directly or thru the Deputy Minister.

C. Assistant Minister for Operations

1. Approval of detailed plans, design drawings, specifications, Official Government Estimates and programs of work for infrastructure projects involving amounts of more than ₱1,000,000 but not exceeding ₱2,000,000 per project;

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2. Award and approval of construction contracts, including assignment of rights relative thereto, contract for hiring of non-planning services, acquisition of materials and supplies or purchase of equipment relative thereto, involving amounts of more than ₦500,000, but not exceeding ₦750,000 per contract, except negotiated contracts;
3. Approval of change orders, extra work orders and supplemental agreements, suspension or extension of contract time, for contracts whose original contract cost does not exceed ₦1,000,000 each in accordance with existing policies, guidelines and orders;
4. Approval of projects to be undertaken by administration the amount of which is ₦500,000 and below;
5. Approval of deeds of sale, right-of-way and other transactions involving real properties for government projects or use where the amount involved does not exceed ₦300,000;
6. Approval of contracts of lease of equipment and other government properties by private parties, as well as, lease of equipment and other properties belonging to private parties for government use where the total cost, considering the duration of the contract, does not exceed ₦500,000 per contract. This authority also applies where the contracting party is another government agency or government-owned or controlled corporation;
7. Approval of requisitions, including purchase orders, for supplies and materials for projects undertaken by administration involving amounts not exceeding ₦500,000 per requisition;
8. Signing of checks, treasury warrants and vouchers involving infrastructure projects for amounts not exceeding ₦500,000 per check, warrant or voucher; and
9. Performance of other functions assigned by the Minister directly or thru the Deputy Minister.

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D. Assistant Minister for Personnel Management and Development

1. Approval of short and long range personnel management and development programs, cultural and athletic activities, training schedules, nominations to local scholarships and incentive awards;
2. Approval of plantillas for the Office of the Minister, bureaus, regional, district and field offices based on approved organizational, functional and position charts and staffing patterns;
3. Approval of requests for overtime services in the Office of the Minister in accordance with existing rules and regulations;
4. Approval of attendance of personnel of the Office of the Minister and the bureaus in local conferences, seminars and other training programs conducted by other government offices or by private organizations as authorized by the proper government authorities;
5. Approval of domestic travel or attendance in court and administrative proceedings of personnel of the Office of the Minister; extension of travels beyond 30 days but not exceeding 3 months;
6. Approval of requisition, purchase orders and contracts for the acquisition of supplies and materials for the operation and maintenance of the Office of the Minister where the amount involved does not exceed ₱300,000 in each case;
7. Signing of checks, treasury warrants and vouchers involving office administration for amounts not exceeding ₱500,000 per check, warrant or voucher;
8. Approval of cash advance for office administration and fringe benefits; and
9. Performance of other functions assigned by the Minister directly or thru the Deputy Minister.

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E. Staff Bureau Directors

1. Approval of detailed plans, design drawings, specifications, Official Government Estimates and programs of work for infrastructure projects within their sphere of competence involving amounts of more than ₱500,000 but not exceeding ₱1,000,000 per project;
2. In accordance with Ministry guidelines, appointment of permanent, emergency and casual employees in the bureau, and reinstatement to positions below division chief level;
3. Approval of sick, vacation and maternity leaves of absence, with or without pay, of bureau personnel below division chief level for a period not exceeding one year;
4. Preparation and submittal to the Ministry of budget proposals of the bureau;
5. Approval of requisition for supplies, materials and equipment in accordance with a supply procurement program approved by the Office of the Minister;
6. In accordance with existing rules and regulations, approval of requests for overtime service of employees in the bureau;
7. Temporary assignment of personnel to other divisions within the Bureau for a period not exceeding 30 days;
8. Issuance of Travel Order authorizing bureau employees to travel on official business for a period not exceeding thirty (30) days; and
9. Performance of functions that may be assigned by the Minister directly or thru the Deputy Minister.

F. Regional Directors

1. Approval of detailed plans, design drawings, specifications, Official Government Estimates and programs of work of infrastructure projects involving an amount exceeding ₱200,000 but not more than ₱500,000 per project. Copies of these approvals shall be transmitted to the Ministry within 15 days of such approval;



2. Award and approval of construction contracts, except negotiated contracts, involving an amount exceeding ₦200,000 but not more than ₦500,000 per project. Copies of these approved contracts shall be submitted to the Ministry within 15 days after such approval and failure to do so shall cause withdrawal of this delegation;
3. Approval of negotiated contracts for services, or for furnishing supplies, materials and equipment involving an amount not exceeding ₦100,000 within a given quarter;
4. In accordance with Ministry guidelines, appointment of permanent, emergency and casual employees within the Region and for reinstatement to positions up to second level which includes supervisory positions below division chief level;
5. Approval of transfers of personnel within the jurisdiction of the regional office except inter-regional transfers;
6. Acceptance of donation of duly titled property and personal property to be used by the office;
7. Investigation of administrative complaints against employees of the Region and submittal of appropriate recommendation to the Minister;
8. Approval of sick, vacation and maternity leaves of absence, with or without pay, for a period not exceeding one year;
9. Preparation of budget proposals of the region for submittal to the Ministry;
10. Disbursement of funds and approval of vouchers for the payment of obligations pursuant to financial and work programs approved by proper authorities;
11. Approval of requisitions and purchase orders for office supplies, materials and equipment in accordance with a supply procurement program approved by the Office of the Minister; approval of requisitions and purchase orders of construction materials and equipment in accordance with approved financial and work programs;



12. Approval of request for overtime services of personnel of the Regional Office in accordance with existing rules and regulations;
13. Issuance of travel order authorizing employees to travel on official business within the Region for a period not exceeding 30 days;
14. Temporary assignment of personnel within the Regional Office and from one district office to another within the Region for a period not exceeding 30 days;
15. Approval of attendance of personnel in conference, seminars and non-degree training programs within the region sponsored by other government offices or by duly authorized private organizations; and
16. Performance of functions that may be assigned by the Minister directly or thru the Deputy Minister.

G. Chiefs of Service

1. Signing of referrals to bureaus and offices under the Ministry and to other Ministries on matters pertaining to their respective service except policy matters;
2. Approval of payrolls and vouchers covering salaries, wages, purchases, overtime services, and travel expense of personnel in the Service based on prior approved authority;
3. Approval of applications for leave of absence of Service personnel below division chief level, with or without pay, for a period not exceeding one year;
4. Approval of requisitions and purchase orders, for the acquisition of supplies and materials for the Service where the amount involved does not exceed ₱10,000 in each case in accordance with the approved annual procurement program;
5. Performance of other functions that may be assigned by the Minister directly or thru the Deputy Minister.

In addition: 1) The Chief Administrative Service shall approve proper claims for payment



of rentals, fuel, service, light and water, telephone bills, telegram toll-charges, remittances of salary deduction/refunds and draw and issue checks and/or treasury warrants for amounts not exceeding ₦10,000 each. 2) The Manager of the Infrastructure Computer Center shall approve proper claims for payment of rentals, fuel, service, light and water, telephone bills, telegram toll-charges, remittances of salary deductions/refunds and draw and issue checks and/or treasury warrants for amounts not exceeding ₦10,000 each for the Center. 3) The Chief of Financial and Management Service shall approved designation of special disbursing officers.

H. Chiefs of Division

1. Signing of communications replying to queries on action taken on matters pertaining to their respective divisions;
2. Signing of inter-office correspondence on matters pertaining to their respective divisions, except those involving policies; and
3. Performance of other functions that may be assigned to them by the Minister, the Deputy Minister, or the Service Chief concerned.

I. District Engineers

1. Approval of detailed plans, design drawings, specifications, Official Government Estimates and programs of work of infrastructure projects involving an amount not exceeding ₦200,000 each. Copies of these approvals shall be transmitted thru the Regional Office to the Ministry within 15 days of such approval.
2. Award and approval of construction contracts, except negotiated contracts, involving an amount not exceeding ₦200,000 per project. Copies of these contracts shall be submitted to the Ministry within 15 days after such approval and failure to do so shall cause withdrawal of this delegation;
3. In accordance with Ministry guidelines, appointment of permanent employees in the District below section chief level and emergency and casual employees;
4. Approval of sick, vacation and maternity leaves of absence of employees in their respective districts with or without pay, for a period not exceeding two months; and



5. Approval of requisitions and purchase orders for office supplies and materials within the budgetary ceilings of the district office and in accordance with an approved annual procurement program; approval of requisitions and purchase orders of construction materials and equipment in accordance with approved financial and work programs.


The Assistant Secretaries and lower level officials shall sign in accordance with this delegated authority as follows:

"By authority of the Minister"

Nothing in this Order shall preclude the Minister from exercising or amending any of the hereinbefore enumerated functions whenever he deems it necessary.

All existing orders, circulars and memoranda inconsistent herewith are hereby revoked or modified accordingly.

This order takes effect immediately and shall continue until further orders.


ALFREDO L. JUINIO
Minister 