



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area Manila



097.12 DPWH

10.17.2024

OCT 16 2024

SPECIAL ORDER)
NO. 215)
Series of 2024)

SUBJECT: Delegation of Authority to Sign and Approve Application for Terminal Leave of Separated Employees

10/17/2024

Pursuant to provision of Section 36, Rule XVI of Executive Order 292, Omnibus Rules on Leave, and in line with the objective and commitment to comply with all the requirements and to continually improve effectiveness and efficiency in serving the public, the approval/signing of terminal leave applications and other pertinent documentary requirements of separated employees whose approving authorities are no longer connected with the Department is hereby delegated to the **Director of the Human Resource and Administrative Service.**

Further, approval of terminal leave application of separated employees where approving authorities is still in office shall continuously adhere to Department Order No. 45, series of 2017.

This order shall take effect immediately.


MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary



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10.1.1 RTG/KPD/ZFF/VGV