



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

6 January 1983

MINISTRY ORDER)

NO. 6)

Series of 1983)

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TO ALL : Regional Directors
District and City Engineers
This Ministry

SUBJECT : Duties and Responsibilities of Finance Officers.

Pursuant to the pertinent provisions of Executive Order No. 710, dated July 27, 1982, creating the Ministry of Public Works and Highways (MPWH), it is hereby directed that all Finance Officers in all Regional Offices of this Ministry shall perform the duties enumerated hereunder and shall assume responsibilities appurtenant thereto:

1. Direct the preparation of a consolidated operations budget of the region;
2. Coordinate with the Planning Division the preparation of fund estimates to support the plans, programs, and priorities of the region;
3. Signs Letter of Advice of Allotment (LAA) and Sub-Cash Disbursement Ceiling (SCDC) being issued by the Regional Office to the District/City Engineering Offices under it, jointly with the Fiscal Controller;
4. Submit financial/budgetary reports as required by higher authorities;
5. Take charge of all procurement of supplies, materials and equipment requirement of the Regional Office;
6. Recommend approval of Requisition for Supplies or Equipment (RSE), Purchase Order (PO) and signs Invitation to Bid for procurement of supplies, materials and equipment to be approved/signed by the Regional Director;
7. Direct inspection/acceptance of deliveries of supplies, materials and equipment in coordination with the Comptrollership Division, thru Assets and Supplies Control Section and such other office/official that the Regional Director may deem necessary;

8. Conduct periodic inventory of supplies, equipment and other tangible assets of the region in coordination with the Comptrollership Division in accordance with the existing laws, rules and regulations;
9. Sign certificate No. 3 of all Disbursement Vouchers (DV) covering payment of supplies, materials, equipment and services payable in the region and initial on check issued by the Regional Director for payment of same;
10. Supervise the cashiering activities of the Regional Office;
11. Provide effective control on fund utilization by indicating the Program/Project/Activity and KBI code in Section "A" of the Request for Obligation of Allotment (ROA) in accordance with the joint National Budget Circular No. 310 and Commission on Audit Circular No. 79-103, dated June 23, 1979; and
12. Perform such other duties that maybe assigned by higher authorities from time to time.

All existing ministry orders, memoranda, or circulars which are inconsistent herewith are hereby amended, modified or revoked accordingly.

This Ministry Order shall take effect immediately.



JESUS S. HIPOLITO
Minister