



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

16 February 1984

MINISTRY ORDER

NO. **9**  
Series of 1984

Pursuant to the provisions of Ministry Order No. 65 series of 1982, delegating functions and responsibilities to the MPWH Officials, the following tasks, functions and responsibilities are further delineated to the Chief of Comptrollership Service and the Chief of the Financial and Management Service:

1. Chief, Financial and Management Service:

- a. Signing of checks/warrants covering cash advances for payment of salaries and wages of employees in the Central Office.
- b. Signing of SAAs and CDCs jointly with the Chief of Comptrollership Service, covering fund releases for salaries and MOE.
- c. Approval of applications for vacation/sick/maternity leave including commutation of payments of FMS personnel below the rank of Division Chief.
- d. Issuance of certificates of appearance to Field Personnel (below the rank of Division Chief) duly authorized by Regional District Office to transact official business.
- e. Signing of notices of fund releases/approval of reallocation of funds to Regional/Field Offices concerned.
- f. Review/initial on checks covering payments of progress billings for Infra projects in amounts not exceeding P500,000.00. In this case, checks exceeding said amount shall be coursed directly through the Assistant Minister for Finance and Management.
- g. Signing of checks covering remittances to GSIS, BIR, and other similar agencies.
- h. Approval jointly with the Chief for Comptrollership Service Memo-Requests for MPWH Project Fund sub-releases (SAA-SUB-CDC) in amounts not exceeding P50,000.00
- i. Signing of referrals to the MPWH offices concerned, matters which are not highly sensitive in nature.
- j. Approval of disposal of waste materials like worn-out parts, unserviceable batteries and tires, scrap iron in amounts not exceeding P10,000.00 per disposal.

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- k. Approval of requisitions, invitations to bid, purchase orders and contracts for purchase of supplies, office equipment, spare parts and services in amounts not exceeding P10,000.00 per RIV.
- 1. Approval of vouchers and signing of checks covering payment of supplies, materials, office equipment, spare parts and services not exceeding P10,000.00
- 2. Chief, Comptrollership Service:
  - a. Signing jointly with the chief of FMS, SAAs and CDCs covering fund releases for salaries and maintenance and operating expenses of the Regional Offices
  - b. Countersigning of checks/warrants covering cash advances for payment of salaries and wages of employees in the Central Office.
  - c. Signing of checks/warrants for payment of honoraria and overtime services which shall be countersigned by the Assistant Minister for Finance and Management.
  - d. Approval of applications for vacation/sick/maternity leave including commutation of payments of Comptroller-ship Service personnel below the rank of Division Chief.
  - e. Issuance of certificates of appearance to field personnel (below the rank of Division Chief) duly authorized by Regional/District Office.
  - f. Countersigning of checks covering remittances to GSIS, BIR, and other similar agencies.
  - g. Approval jointly with the Chief of Financial and Management Service, Memo-Requests for MPWH Project Fund sub-releases (SAA-SUB-CDC) in amounts not exceeding P50,000.00
  - h. Signing of referrals to the MPWH offices concerned, matters which are not highly sensitive in nature.
  - i. Countersigning of checks for payment of supplies, materials, office equipment, spare parts and services not exceeding P10,000.00

This order takes effect immediately.

  
JESUS S. HIPOLITO  
Minister