



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

17.13 DPWH
01-08-2003



JAN 06 2003

DEPARTMENT ORDER) SUBJECT: AMENDMENT TO DEPARTMENT
No. 10) ORDER No. 42 SERIES OF 1988, RE:
Series of 2003 (01-08-2003)) DELEGATION OF AUTHORITIES TO
OFFICIALS OF DPWH.

In accordance with D.O. No. 332 dated December 2, 2002 and with reference to Department Order No. 42, series of 1988, otherwise known as the Updated Omnibus Delegation of Authorities to officials of the DPWH, as amended, pertinent provisions on the authorities delegated to the **ASSISTANT SECRETARY FOR ADMINISTRATION AND MANPOWER MANAGEMENT** and the **DIRECTOR, ADMINISTRATIVE AND MANPOWER MANAGEMENT SERVICE**, are hereby amended in order to provide for greater efficiency in operations:

I AUTHORITY OF THE ASSISTANT SECRETARY FOR ADMINISTRATION AND MANPOWER MANAGEMENT :

- A. Signing of all appointment documents for temporary, contractual or casual employees, subject to prior approval of the authority to hire by the Secretary.
- B. Approval of Annual/Supplementary Procurement Programs with cost estimates not exceeding P1.5 Million.
- C. Approval of requisitions, Purchase/Work Orders, Allotment of Obligation Slip (ALOPS) and payment vouchers purchase for the procurement including authorized negotiated purchases of supplies, materials, equipment and non- personal services for office operations, with cost estimate above P50,000.00 but not exceeding to P1.5 M. per RSE.
- D. Approval of vouchers for payment of duly approved retirement gratuity, terminal leave, state compensation benefits and/or reimbursement of medical expenses under Section 699 of the Revised Administrative Code, as amended, not exceeding P1.5 M.
- E. Signing and countersigning of checks for payment of salaries and wages for employees, and of supplies, materials, office equipment and services not exceeding P5.0 Million.

- F. Approval of Clearance, Notice of Salary Adjustments/Retirement below the rank of Division Chief.

II AUTHORITY OF THE DIRECTOR, ADMINISTRATIVE AND MANPOWER MANAGEMENT SERVICE :

- A. Approval of plantilla of personnel of the Department.
- B. Approval of Requisition for Supplies and Equipments (RSEs), and Purchase/Work/Letter Orders and payment vouchers for the procurement of supplies, materials, equipment, spare parts, and non-personal services in the Central Office, Bureaus, and PMO's, in the amounts not exceeding P50,000.00 per RSE.
- C. Approval of payrolls/vouchers for payment of salaries/wages of officials and employees in the Central Office, including signing of ALOBS regardless of amount.
- D. Signing of checks covering payments for personal and non-personal services in the Central Office, Bureaus, and PMO's, not exceeding P1.0 Million.
- E. Indorsement of retirement applications to the GSIS and transmittal of requests for confirmation by CSC of service records and terminal leave.

The exercise of these delegated authorities shall be in consonance with applicable laws, rules and regulations.

This Order amends all other existing issuances or portions thereof inconsistent herewith and shall take effect immediately.


SIMEON A DATUMANONG
Secretary