



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

MINISTRY ORDER)

February 8, 1982

NO. **13-C**)

Series of 1982)

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SUBJECT: AMENDMENTS OF MINISTRY ORDER #13,

dated December 18, 1981.

Ministry Order #13, dated December 18, 1981 and which took effect on January 4, 1982, is hereby amended by amending the functions and duties delegated to Regional Directors, and by adding and specifying the functions and duties of the Regional Equipment Engineers.

The authority delegated to the Regional Directors, pertaining to approval of appointments, shall read as follows:

1. Approve original and promotional appointments and reinstatements to positions of personnel below the rank of Division Chief and appointments of daily-wage employees of the different district or city engineering offices under the region.

In the case of the original and promotional appointments and reinstatement of personnel of the equipment depots (Regional Equipment Services and Area/Sub-Area Equipment Services) whether monthly or daily wage in status, the Regional Directors upon recommendation of the Regional Equipment Engineers (Chief Mechanical Engineers), shall approve such appointments and/or reinstatements of personnel, who belong to the technical groups (engineers) up to the rank (R. 68) and position of Sr. Mechanical Engineer and its equivalent. For personnel, who belong to the non-technical positions (non-engineers), their appointments and reinstatements shall be approved by the Regional Directors, up to the rank and position classified with the Salary Range of 59 only. Appointments/reinstatements of higher positions, whether technical (engineers) or non-technical (non-engineers) shall be approved in the Ministry.

The following are the functions and duties of the Regional Equipment Engineers:

1. Submit and recommend approval of original and promotional appointments and reinstatements of personnel, whether monthly/or daily wage in status, of the Regional Equipment Services, and the Area/Sub-Area Equipment Services.
2. Submit and recommend approval of applications for leave of absence for a period exceeding one (1) month of their personnel.

3. Approve applications for leave of absence for a period not exceeding one (1) month of their personnel.
4. Submit and recommend approval of requisitions and purchase orders for supplies, materials, office equipment and spare parts when the amount per RIV exceeds ₱10,000.00; provided that the items to be procured are included in the approved procurement program.
5. Approve RIVs, Purchase Orders for supplies, materials, office equipment and spare parts, and the corresponding payment vouchers, and checks/warranty when the amount per RIV does not exceed ₱10,000.00.
6. Approve vouchers and checks/warrants for cash advances to cover payment of salaries and wages of their personnel, subject to the usual accounting and auditing rules and regulations.
7. Approve travels of personnel, when such travels will be undertaken within the region, together with Itinerary of Travels, reimbursement vouchers and the corresponding checks/warrants.
8. Recommend approval of travels of personnel, when such travels will be made outside the region, and approve the corresponding Itinerary of Travels, reimbursement vouchers, and the corresponding checks/warrants.
9. Such other delegated authority and functions as may be redelegated by the Regional Director or directly delegated by the Honorable Minister.

This Ministry Order shall take effect immediately.



JESUS S. HIPOLITO
Minister