

March 11, 1982

MINISTRY ORDER )

NO. **13-D**  
Series of 1982 )

X-X-X-X-X-X-X-X

SUBJECT: AMENDMENT OF MINISTRY ORDER NO. 13  
RELATIVE TO DELEGATION OF AUTHORITIES

Ministry Order No. 13, series of 1981, delineating the functions and responsibilities of officials of the Ministry of Public Works and Highways, is hereby amended as follows:

I. DEPUTY MINISTERS

Limits of Authority

1. Approval of plans, programs of work and agency estimates for construction projects except equipment shops (DM for CQC) ₱5,000,000
2. Approval of plans, programs of work, agency approved estimates for restoration and maintenance projects and construction of equipment shops, and for repair or maintenance of equipment and annual procurement programs for equipment and spare parts. (DM for MED) ₱5,000,000
3. Approval of awards and contracts for infrastructure projects, except negotiated contracts which shall be awarded and approved by the Minister. ₱5,000,000
  - a. Feasibility Study (DM for PAF)
  - b. Detailed Engineering, Road Restoration and Maintenance, and Construction of Equipment Shops (DM for MED)
  - c. Construction and Construction Supervision (DM for CQC)
4. Approval of Change Orders, Extra Work Orders and Supplemental Agreements in accordance with # 3 above, per approval ₱ 500,000
5. Approval of projects to be undertaken by Administration (DM for CQC or MED) as the case may be, per project ₱ 500,000
6. Approval of Deeds of Sale and vouchers for Right-of-Way and signing of checks/warrants therefor. (DM for CQC)  
above ₱ 100,000 to ₱1,000,000

(more)

Limits of Authority

7. Approval of vouchers for advance payments of contracts not exceeding ₱5,000,000 if there is such a provision in the contract agreement or upon written approval of the Minister, and signing of checks/warrants therefor (DM Concerned) to be countersigned by either of the two other DM. For contracts exceeding ₱5,000,000 DM Concerned shall approve the voucher and sign checks/warrants to be countersigned by the Minister.
8. Approval of Statement of Work Accomplished (SWA) and of vouchers, and signing of checks/warrants for progress billings for all projects, except the first and last payments for the projects with contract cost of more than ₱5M (DM Concerned)  
  
For intermediate progress billings above ₱5M the DM Concerned shall sign on the check/warrant but the Minister will approve the voucher and countersign the check/warrant.  
  
For intermediate progress billing below ₱5M, the DM Concerned will approve the voucher and sign checks/warrants, countersigned by either of the other DM ₱5,000,000
9. Approval of PERT/CPM for projects. (DM Concerned) No limit
10. Approval of Contract Price Escalation, per claim. (DM Concerned) ₱2,000,000
11. Approval of RIV'S, PO'S/Service Contracts for supplies and materials, equipment and services for infrastructure projects undertaken by Administration/Contract. (DM Concerned) ₱ 500,000
12. Approval of RIV's, PO'S and Contracts of Office supplies, materials, office equipment and services (DM for PAF) ₱ 100,000
13. Approval of vouchers and signing of checks/warrants where claims for # 11 and 12 above require pre-audit. If pre-audit is not required, AM for Administration, signs checks/warrants and DM for PAF approves voucher and countersign. ₱ 100,000
14. Approval and signing of all documents pertaining to Opening of Letters of Credit. (DM Concerned) ₱1,000,000
15. Approval of Memo-request for MPWH Projects fund sub-release (SAA'S and Sub-CDC) (DM Concerned) ₱5,000,000

16. Signing of requests to Ministry of Budget (DM for PAF) for:
  - a. CDC for accounts payable and for operational purposes No limit
  - b. CDC for Administration purposes (salary increases, adjustments, etc) No limit
  - c. Fund releases (SAA/CDC) from other agencies (PPA, MOTC/BOT), etc. No limit
17. Approval of designation of Special Collection/Disbursing Officers, requests for bonding of accountable officials and deputization on signing and countersigning. (DM for PAF)
18. Approval of appointments below the rank of Division Chief upon recommendation of the DM Concerned, as the case may be (DM for PAF)
19. Approval of applications for vacation/sick/maternity/terminal leaves of personnel below the rank Division Chief (DM for PAF)
20. Approval of requests for overtime services and authority to collect honoraria in the Central Office (DM Concerned)
21. Approval of request for transfer, details, resignations, reinstatements and/or retirements below the rank of Division Chief. (DM for PAF)
22. Approval of local travel orders, itineraries of travel and disbursement vouchers, therefor, of Assistant Ministers and Bureau Directors. (DM for PAF)
23. Approval of casual/daily wage/contractual appointments of employees in the Ministry including the Services and Bureaus under it. (DM for PAF upon the recommendation of DM and AM Concerned)
24. Performance of such other functions and activities as may hereafter be delegated by the Minister.

## II. ASSISTANT MINISTERS

- A. The Assistant Ministers shall exercise the following authorities for their respective jurisdictions:
  1. Approval of travel orders, itineraries of travel, trip tickets and fuel allocation of personnel.
  2. Approval of application for vacation/sick/terminal leaves of personnel below the rank of Section Chief.
  3. Recommendation for approval of appointments, transfers, requests for detail of personnel.

4. Recommendation for approval of payments of gratuity claims, state compensation benefits and/or reimbursements of medical expenses under Section 699, RAC, as amended.
5. Issuance of communications/instructions to field offices requesting information/data pertaining to functions of their respective offices.

Actions on all communications which do not involve policy matters or require the discretion of the Minister or Deputy Minister pertaining to the functions of their respective offices.

6. Approval of requisitions for office supplies, materials, equipment and spare parts needed in the operation of their respective offices to be taken from stock.
7. Approval of Certificates of Clearance of property and/or money accountability of their respective personnel.
8. Signing of requests for Obligation of Allotment (ROA) covering administrative expenses of their respective offices.
9. Approval of vouchers not exceeding ₱40,000 each, including signing of corresponding checks/warrants therefor.

The AM for Finance and Management shall countersign checks/warrants signed by the other Assistant Ministers and checks/warrants signed by the AM for Finance and Management shall be countersigned by the AM for Comptrollership. Where pre-audit is required, the auditor shall countersign checks/warrants.

10. Performance of such other functions and activities as may hereafter be delegated by the Minister.
- B. The Assistant Ministers shall likewise sign papers and documents appertaining to the duties and functions of their respective offices, as follows:

1. ASSISTANT MINISTER (Administration)

- a. Issuance of circulars and memoranda disseminating Presidential policies, Ministry Orders and issuances of other government agencies to all offices under the jurisdiction of the Ministry.
- b. Issuance of Certificates of Appearance of Regional Directors, District/City Engineers and other employees who come to the Central Office on official business.
- c. Signing of Plantilla of Personnel, however, transmittal to CSC and OBM will be signed by DM for PAF.

- d. Signing of all appointment documents for contractuales and casuals, subject to approval of corresponding manning list by DM for PAF or Minister depending on rank of appointtee involved.

2. ASSISTANT MINISTER (Comptrollership)

- a. Transmittal of remittances to the GSIS, BIR and other agencies, and/or collection notices of receivables from other offices.
- b. Transmittal of financial reports required by other agencies of the government and notation/concurrence of said reports including all Special Journal Vouchers.
- c. Issuance of Sub-Allotment Advices/CDC'S covering fund releases, jointly with AM for Finance and Management.
- d. Issuance of Certificates of Availability of funds and witnessing of contracts.

3. ASSISTANT MINISTER (Finance and Management)

- a. Signing of Budgetary Requests to OBM for administration purposes.
- b. Approval of requisitions, Invitation of Bid, Purchase Orders and Contracts for the acquisition of supplies, materials, equipment and services for projects undertaken by Administration in amounts not exceeding ₱50,000 per RIV.

NOTE: Approval of vouchers and signing of checks/warrants covering payments for No. 3b supra, requiring pre-audit will be made by AM for Comptrollership. If pre-audit is not required, AM for Comptrollership will approve voucher and sign check and AM for Finance and Management will countersign check/warrant.

- c. Signing of all checks/warrants covering cash advances for payment of salaries and wages of employees in the Ministry.
- d. Approval of requisitions, Invitation to Bid, Purchase Orders and Contracts for office supplies, office equipment, spare parts and services in amounts not exceeding ₱20,000 per RIV.

NOTE: Under No. 3c supra, approval of vouchers and signing of checks/warrants will be made by AM for Comptrollership and countersigned by AM for Finance and Management.

- e. Signing of checks/warrants for progress billings covering intermediate payments for projects in amount not exceeding ₱500,000, in this case, the DM Concerned signs vouchers and countersign checks/warrants.
- f. Signing of Sub-Allotment Advices/CDC's for fund releases jointly with the AM for Comptrollership.
- g. Approval of Memo-Request for MPWH Project Fund sub-releases (SAH'-Sub-CDC) up to ₱1M.

4. ASSISTANT MINISTER (Legal Affairs)

- a. Signing of Certificates of Clearances for pending administrative and/or criminal cases of all employees of the Ministry for purpose of terminal leave, transfer, retirement, resignation, promotion, travel abroad, etc.
- b. Signing of communications pertaining to claims for state compensation and/or reimbursement of medical expenses under Section 699 of RAC as amended.
- c. Issuance to field offices, opinions involving interpretation/application of laws, decrees, letters of instructions, etc., affecting the operations of the Ministry.
- d. Recommendation for approval of decisions in Administrative cases involving officials and employees of the Ministry.
- e. Signing and approval of all Deeds of Absolute Sale of Real Properties and agreements to demolish improvements for Right-of-Way and approval of vouchers and checks/warrants in an amount not exceeding ₱100,000 for Central office payments.
- f. Recommendations for approval of decisions in cases involving violations of the law on public waters and preparation of summary demolition order in connection therewith, if warranted, for the approval of the Minister.
- g. Recommendation for the filing of criminal and/or civil actions against any person, natural or juridical for alleged encroachments on Right-of-Way or destruction of bridges and other public works structures.

5. ASSISTANT MINISTER (Manpower Development)

- a. Formulation and review of personnel management and development program and recommendation of training schedules.
- b. Recommendation for nomination to local and overseas scholarship of deserving personnel of the Ministry.
- c. Attestation of Training Certificates signed by the Minister.
- d. Approval of Training Programs prepared by regional and district offices.

6. ASSISTANT MINISTER (Planning)

- a. Formulation and review of infrastructure plans, programs and projects.
- b. Preparation, coordination, review and evaluation of all feasibility studies of infrastructure projects.

### III. BUREAU DIRECTORS

A. The Bureau Directors shall exercise the following authorities for their respective jurisdictions:

1. Approval of travel orders, itineraries of travel, trip tickets and fuel allocation of their personnel.
2. Approval of applications for vacation/maternity/terminal leaves of absence of their personnel below the rank of Section Chief.
3. Recommendation for approval of appointments, transfers or requests for detail of their personnel.
4. Recommendation for approval of payment of retirement gratuity, state compensation benefits and/or reimbursements of medical expenses under Section 699 of the Revised Administrative Code, as amended.
5. Issuance of communications to field offices requesting information or data pertaining to the functions of their respective bureau from field offices.
6. Action on all communications which do not involve policy matters or require discretion of the Minister, pertaining to the functions of their respective bureaus.
7. Recommendation for approval of requisitions covering office supplies, materials, equipment and services for the bureaus, including the vouchers and checks for payment therefor.

Where the requisitions involve items taken from stock, the Bureau Director may approve the requisition upon request of the Division Chief Concerned.

8. Approval of Certificates of Clearance of property or money accountability of their personnel below the rank of Division Chief.
9. Signing of Requests for Obligation of Allotment (ROA) covering Administrative expenses of their respective Bureau.
10. Approval of vouchers not exceeding ₱40,000 each, including signing of corresponding checks/warrants therefor, and approval of payrolls of personnel of their respective bureaus.

The AM for Finance and Management shall countersign checks/warrants signed by the Bureau Director.

11. Performance of such other functions and activities as may hereafter be delegated by the Minister.

(more)

B. The Bureau Directors shall likewise sign papers and documents pertaining to the functions of their respective offices, as follows:

1. Director, Bureau of Construction

- a. Review evaluation and recommendation for approval/disapproval of requests for extension/suspension of contract time termination of contracts for works projects.
- b. Review, evaluation and recommendation for approval/disapproval of proposed Change Orders, Extra Work Orders, Supplemental Agreements, etc. for existing contracts.
- c. Review/correction and recommendation for approval of statement of Work Accomplished in contract projects for purposes of payment.
- d. Inspection of completed projects and preparation and recommendation for approval of letters of acceptance thereof.
- e. Inspection of on-going projects to determine the progress of works thereat and to recommend termination of contracts of contractors who have abandoned their projects or who have unreasonable negative slippages (more than 20%)

2. Director, Bureau of Design

- a. Recommendation for approval of plans and designs prepared in the bureau.
- b. Approval of plans and designs for projects costing not more than P4 Million.
- c. Review/correction and recommendation for approval of plans and designs prepared by regional/district offices, with an estimated cost of more than P3 Million.
- d. Review/correction/modification of plans and designs pertaining to proposed Change Orders, Extra Work Orders, or Supplemental Agreements, and verification or correction of estimated quantities of items of work affected by variation orders.

3. Director, Bureau of Equipment

- a. Preparation and recommendation for approval specifications of equipment to be purchased.
- b. Preparation and recommendation for approval budget and accounts pertaining to the Highway Equipment Account.
- c. Evolvement of guidelines or policies pertaining to preventive maintenance of equipment and/or optimum utilization thereof, including systematic collection of equipment rental.

4. Director, Bureau of Maintenance
  - a. Preparation of guidelines and policies pertaining to the effective and efficient maintenance of all roads and bridges and other infrastructure projects.
  - b. Collation and submission to the Minister reports of typhoon damages to roads and bridges and other infrastructure projects for purposes of requesting the release of funds for their immediate restoration or repair.
  - c. Approval of maintenance programs or plans prepared and submitted by field offices, involving an amount not exceeding ₱2 Million.
  - d. Review, correction or modification of maintenance programs prepared and submitted by field offices, with an estimated cost of more than ₱2 Million and recommend their approval/disapproval.
5. Director, Bureau of Materials and Quality Control
  - a. Preparation of policies and guidelines on quality control tests needed for each particular type of project, indicating the kind and number of tests required.
  - b. Issuance of certifications attesting that all materials incorporated in a project have been tested and conforms to the qualities and specifications required, and that the contractor has no unpaid obligations for test conducts, for purposes of partial or final payment and/or acceptance of the project.
  - c. Formulation of guidelines pertaining to the efficient operation of materials plants such as asphalt, batching plants or quarries, to ensure the quality of materials produced by such plants.
  - d. Conduct training/seminars on materials quality control and researches on the use of indigenous material for construction of projects, as well as the improvement of quality of conventional construction materials.

#### IV. REGIONAL DIRECTORS

The following functions and duties are hereby delegated to Regional Directors:

1. Approval of original and promotional appointments, reinstatements and resignations, to positions of personnel below the rank of Division Chief and appointments of daily-wage employees of the Regional Office and the different district or city engineering offices under the region; provided that the Regional Director shall be responsible for clearance.

2. Approval of transfer of personnel below the rank of Division Chief within his region, provided that inter-regional transfers shall be made by higher authorities, in consultation with the Regional Directors concerned.
3. Approval of application of vacation/sick leave of absence for a period not exceeding one (1) year, as well as application for maternity/terminal leave of absence, of employees in the region and district offices under it below the rank of Division Chief and vacation/sick leave of absence of Division Chiefs for a period not exceeding one (1) month.
4. Approval of Deeds of Sale for acquisition of lots costing not more than ₱100,000.00, which are needed for right-of-way, and Agreements for demolition of improvements thereon, regardless of the cost thereof, including corresponding payments therefor.
5. Approval of negotiated contracts for services, for furnishing supplies, materials and equipment, except consulting services, involving an amount not exceeding ₱100,000.00 within a given quarter, provided that a single contract shall not exceed ₱20,000.00
6. Acceptance of donations for real property to be used for building bodega or motor pool sites, or for right-of-way.
7. Approval of contracts bid in the district or regional offices for projects costing not more than ₱500,000.00.
8. Approval of vouchers and signing of checks for payment of projects payable in the region.
9. Investigation of administrative complaints and decision on administrative cases where penalty imposed does not exceed fifteen (15) days fine or suspension without pay, provided such decisions shall be appealable to the Minister.  
  
Where the penalty imposed is higher than fifteen (15) days fine or suspension without pay, he shall recommend the commensurate penalty for approval by the Minister.
10. Approval of requisitions for supplies and materials or spare parts in an amount not exceeding ₱50,000.00 per requisition as well as the corresponding payment therefor, provided that the items requisitioned are included in the approved procurement program and are not covered by any existing ban.
11. Preparation and submission of budget proposals of the region to the Central Office and administration of budget of the regional office.
12. Authorization of disbursement of funds and approval of vouchers for payment of obligations, pursuant to approved financial and work programs.

13. Approval of disposal of waste materials, like wornout parts, unserviceable batteries, tires, scrap irons, etc., in an amount not exceeding ₱50,000.00 pursuant to Sections 76 and 79 of P.D. 1445.
14. Approval of requisitions for the purchase of local construction materials irrespective of the amount provided that same is covered by an approved program of work and is in accordance with existing rules and regulations, including LOI 620.
15. Approval of authority to render overtime services in Regional Office and also in the different district or city engineering offices in the region whenever the exigency of the service requires, subject to the provisions of LOI 565.
16. Approval of projects to be undertaken by administration with an estimated cost not exceeding ₱300,000.00, provided that the equipment rental based on the program of work shall be obligated and remitted to the Central Office.
17. Recommendation for approval of application of personnel for permission to teach or exercise their profession or engage in business after office hours.
18. Issuance of travel orders and approval of itineraries of travel of personnel in the region.
19. Approval of attendance of personnel in conference or seminars and non-degree training programs within the region subject to availability of funds and existing rules and regulations.
20. Approval of individual programs of work, plans, PERT/CPM, and agency estimates for projects bid in the Region with an estimated cost not exceeding ₱3 Million.
21. Advertisement for bids, awarding and entering into contracts for infrastructure projects with an estimated cost exceeding ₱500,000.00 but not more than ₱3 Million, subject to approval by the Deputy Minister concerned.
22. Approval of allocation and placement of equipment, together with the corresponding rental orders, within the region, provided that equipment released to private persons shall be subject to the prior approval by the Minister.
23. Such other functions and/or correspondence pertaining to the region as may hereafter be delegated by the Minister.

#### V. DISTRICT AND CITY ENGINEERS

1. Approval of plans, programs of work and PERT/CPM's for projects with an estimated cost not exceeding ₱500,000.00 and agency approved estimates up to ₱100,000.00.

2. Approval of requisitions for supplies, materials, office equipment in an amount not exceeding ₱5,000.00 per requisition, including payment therefor.
3. Approval of vouchers and signing of checks for payment of projects payable in the district/city.
4. Recommendation for approval of appointments of personnel in the district/city office, including daily-wage personnel.
5. Signing of road right-of-way agreements or deeds of sale of lots for right-of-way and/or agreements to demolish improvements thereof and recommend their approval to authorities concerned.
6. Approval of applications for leave of absence for a period not exceeding one (1) month, of personnel under them.
7. Advertisement for bids, awarding and entering into contracts for infrastructure projects with estimated cost not exceeding ₱500,000.00 subject to approval by the Regional Director.
8. Approval and payment of road right-of-way agreements or deeds of sale for lots for right-of-way and/or agreements to demolish improvements thereon in amounts not exceeding ₱50,000.00 per payment.
9. Such other delegated functions as may be re-delegated to them by the Regional Director or directly delegated to them by the Minister.

#### VI. DIVISION CHIEFS

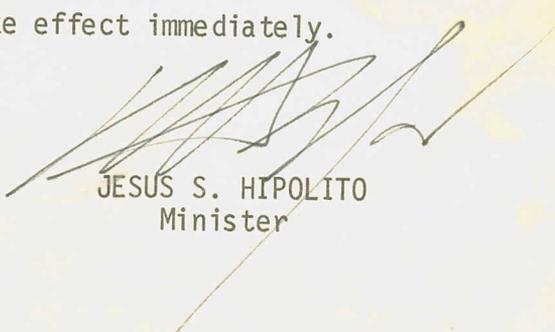
1. Approval of daily time records.

The power herein delegated to regional offices may be re-delegated upon recommendation of the Regional Directors to District or City Engineers as the exigency of the service may require.

It is understood that the extension of the powers herein delegated shall, in all cases, be subject to existing national, ministry or agency policies, rules and regulations as may have been or may hereafter be promulgated.

All existing ministry orders, memoranda or circulars which are inconsistent herewith are hereby repealed.

This Ministry Order shall take effect immediately.

  
JESUS S. HIPOLITO  
Minister