

Republic of the Philippines  
Department of Public Highways  
OFFICE OF THE SECRETARY  
Manila

20-F

November 3, 1976

DEPARTMENT ORDER )  
NO. 20-F )  
Series of 1976 )  
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SUBJECT: Further amendment to Department Order No. 20 dated Sept. 12, 1974 as amended by Department Order Nos. 20-A through 20-E. Re: Officials authorized to sign correspondences and other official papers.

In order to expedite action on all matters pertaining to the Public Relations functions of this Department and pursuant to the provisions of Department Order No. 61, Series of 1975 defining the functions of the DPH Public Relations Office, the Chief Information Officer II (Chief, PRO) is hereby authorized to sign the following:

1. All correspondences pertaining to the management and operation of the Public Relations Office;
2. Clearance regarding issuance of press releases and advertisements and granting of interviews by duly authorized media representatives;
3. Acceptance or non-acceptance of invitations to the Secretary for speaking engagements and interviews;
4. Recommendation for approval of appointments and applications for leave of absence of employees of the Public Relations Office;
5. Approval of daily time records, itineraries of travel, payrolls and vouchers of employees of the PRO;
6. Recommendation for approval of requisitions and issue vouchers for supplies, materials, services, office equipment and other expenditures of the PRO including requests for obligation of allotment thereof;
7. Recommendation for approval of appointments or designations of personnel who will handle public information functions in all bureaus and regional offices of the DPH including their PR programs and/or projects;
8. Correspondences pertaining to other matters as may be delegated by the Secretary from time to time.

The Chief Information Officer shall sign as follows:

"By Authority of the Secretary:

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Chief Information Officer II  
Chief, Public Relations Office

This Department Order supersedes and/or modifies any provision of Department Order No. 20 as amended which is inconsistent herewith.

BALTANAR AQUINO  
Secretary

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