



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

✓ 097-13 DAWH  
7-14-87

DEPARTMENT ORDER)  
NO. 22-A )  
Series of 1987 )

SUBJECT: Authority for the Head and  
the Assistant Head of CAAC  
to exercise administrative  
and substantive authorities

To enable the Complaints and Action Center (CAAC) created under Department Order No. 22, series of 1987, to function efficiently and effectively, its Head and Assistant Head are hereby authorized to exercise the following administrative and substantive functions:

I. ENGR. JOSE F. MABANTA, EXECUTIVE CONSULTANT (CAAC HEAD)

1. Advise the Secretary on matters pertaining to the operations of the CAAC.
2. Request the assistance of Central and Field Offices to provide information/data pertaining to their respective offices which are not confidential in nature and which are relevant to complaints or cases filed with, and pending action by, the CAAC.
3. Provide professional service and expert advice on the evaluation of physical accomplishments and compliance with technical requirements of projects which are the subject of complaints for alleged irregularities.
4. Approve itineraries for local travel of personnel of the CAAC and issue, thru Undersecretary Fiorello R. Estuar, travel orders for said personnel.

II. VICENTE B. LOPEZ, PROJECT MANAGER V (CAAC ASSISTANT HEAD) shall assume the normal administrative authority inherent to his rank.

1. Recommend issuance of travel orders and approval of itineraries for local travel of CAAC personnel.
2. Approve applications for vacation/sick/maternity leave not exceeding 30% of CAAC personnel below the rank of Division Chief.
3. Recommend payment of disbursement vouchers in connection with the local travel of personnel.
4. Recommend approval of requisitions for procurement of office supplies, equipment, spare parts, and materials needed by CAAC, including signing of requests for obligation of allotment (ROA) therefor.

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5. Issue Certificates of Appearance to field personnel duly authorized to transact official business with the CAAC.
6. Approve requisitions for office supplies and equipment, spare parts and materials needed in the operation of the CAAC to be taken from stock.
7. Approval of Certificates of Clearance of property and/or money accountability of CAAC personnel below the rank of Division Chief.

This Order shall take effect immediately.

  
VICENTE R. JAYME  
Secretary *mm*

*Jm* 13 July '87