



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS
MPW Building, Bonifacio Drive, Port Area, Manila

OFFICE OF THE MINISTER

MINISTRY ORDER)
No. 81-35)
Series of 1981)
x-x-x-x-x-x-x-x

SUBJECT: Delegation of Authorities,
Functions and Duties to
Project Managers/Project
Engineers Pursuant to
LOI No. 1099 Dated January
5, 1981


Pursuant to the provisions of existing laws and LOI No. 1099 dated January 5, 1981, the following functions and duties are hereby delegated to the respective officials indicated below:

A. Project Managers

1. Preparation of plans, designs, specifications, programs of work and estimates for infrastructure projects involving amounts not exceeding ₱2,000,000 per project.
2. Approval of plans, designs, specifications, program of work, and Agency Estimates, for infrastructure projects involving an amount not exceeding ₱1,000,000 per project. Copies of these approvals shall be transmitted to the Ministry within 15 days of such approval.
3. Conduct of prequalification and bidding, thru the Prequalification, Bids and Awards Committee of the Project Management Office, for contracts with an estimated cost not exceeding ₱2,000,000 each.
4. Award and approval of construction contracts, including those emanating from simplified bidding pursuant to Ministry Memorandum dated December 17, 1979, involving an amount not exceeding ₱1,000,000 per contract, but excluding negotiated contracts. Copies of these approved contracts shall be submitted to the Ministry within 15 days after such approval and failure to do so shall cause withdrawal of this delegation.
5. Approval of variation orders whose cumulative amount does not exceed ₱500,000 per contract and is not greater than 15% of the contract cost as adjusted in accordance with existing guidelines.

9177

3


6. Approval of suspension or extension of contract time for contracts whose original cost does not exceed ₦2 million.
 7. Preparation of budget proposals for the Project for submittal to the Ministry.
 8. Award and approval of negotiated contracts for consulting or other services, or for furnishing supplies, materials and equipment where the amount involved does not exceed ₦100,000 within a given quarter.
 9. Disbursement of funds and approval of vouchers for the payment of obligations pursuant to financial and work programs approved by proper authorities.
 10. Approval of requisitions and purchase orders for office supplies, materials and equipment in accordance with a supply procurement program approved by the Office of the Minister; approval of requisitions and purchase orders of construction materials and equipment in accordance with approved financial and work programs.
 11. Acceptance of donation of duly titled property and personal property to be used by the office.
 12. In accordance with Ministry guidelines, appointment of employees of the Project Management Office below division chief level.
 13. Investigation of administrative complaints against employees of the Project Management Office and submittal of appropriate recommendation to the Minister.
 14. Approval of leaves of absence, with or without pay, of employees of the Project Management Office for a period not exceeding two months.
 15. Approval of request for overtime services of personnel of the Project Management Office in accordance with existing rules and regulations.
 16. Issuance of travel order authorizing employees of the Project Management Office to travel on official business within the region where the project is located for a period not exceeding 30 days.
- 


17. Approval of attendance of personnel in conferences, seminars and non-degree training programs sponsored by other government offices or by duly authorized private organizations within the region where the project is located as authorized by the proper government authorities.
18. Performance of other related functions that may be assigned by the Minister from time to time.

B. Project Engineers Reporting to Project Managers

1. Exercise of authorities, functions and duties assigned by the Project Manager.
2. Act in behalf of the Project Manager in accordance with Ministry Memorandum Circular No. 80-12 dated March 27, 1980.

C. Project Engineers In-Charge of Projects

1. Preparation of plans, designs, specifications, programs of work and estimates for infrastructure projects involving amounts not exceeding ₱1,000,000 per project.
 2. Approval of plans, designs, specifications, programs of work, and Agency Estimates, for infrastructure projects involving an amount not exceeding ₱500,000 per project. Copies of these approvals shall be transmitted to the Ministry within 15 days of such approval.
 3. Conduct of prequalification and bidding, thru the Prequalification, Bids and Awards Committee of the Project Management Office, for contracts with an estimated cost not exceeding ₱1,000,000 each.
 4. Award and approval of construction contracts, including those emanating from simplified bidding pursuant to Ministry Memorandum dated December 17, 1979, involving an amount not exceeding ₱500,000 per contract, but excluding negotiated contracts. Copies of these approved contracts shall be submitted to the Ministry within 15 days after such approval and failure to do so shall cause withdrawal of this delegation.
- 

5. Approval of variation orders whose cumulative amount does not exceed ₱250,000 per contract and is not greater than 15% of the original contract cost as adjusted in accordance with existing guidelines.
 6. Approval of suspension or extension of contract time for contracts whose original cost does not exceed ₱1 million.
 7. Preparation of budget proposals for the Project for submittal to the Ministry.
 8. Award and approval of negotiated contracts for consulting or other services, or for furnishing supplies, materials and equipment where the amount involved does not exceed ₱50,000 within a given quarter.
 9. Disbursement of funds and approval of vouchers for the payment of obligations pursuant to financial and work programs approved by proper authorities.
 10. Approval of requisitions and purchase orders for office supplies, materials and equipment in accordance with a supply procurement program approved by the Office of the Minister; approval of requisitions and purchase orders of construction materials and equipment in accordance with approved financial and work programs.
 11. Acceptance of donation of duly titled property and personal property to be used by the office.
 12. In accordance with Ministry guidelines, appointment of employees of the Project Management Office below division chief level.
 13. Investigation of administrative complaints against employees of the Project Management Office and submittal of appropriate recommendation to the Minister.
 14. Approval of leaves of absence, with or without pay, of employees of the Project Management Office for a period not exceeding one month.
 15. Approval of request for overtime services of personnel of the Project Management Office in accordance with existing rules and regulations.
- 


16. Issuance of travel order authorizing employees of the Project Management Office to travel on official business within the region where the project is located for a period not exceeding 15 days.
17. Approval of attendance of personnel in conferences, seminars and non-degree training programs sponsored by other government offices or by duly authorized private organizations within the region where the project is located as authorized by the proper government authorities.
18. Performance of other related functions that may be assigned by the Minister from time to time.

Project Managers and Project Engineers in charge of projects shall furnish the Regional Directors of the regions where their projects are located with copies of action documents pertaining to functions Nos. 1,2,3,4,5,6, and 7.

Officials shall sign in accordance with this delegated authority as follows:

"By Authority of the Minister"

This Order takes effect immediately and shall remain in force until otherwise superseded or revoked.


ALFEREDO L. JUINIO
Minister


22/7/81

June 10, 1981.