



Republic of the Philippines
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
 Manila

*097.13 DPWH
 03.30.2017*

29 MAR 2017

DEPARTMENT ORDER)
)
 NO. 45)
)
 Series of 2017 *03.30.17*)

SUBJECT: Amended Levels of Authorities of Officials of the Department of Public Works and Highways for Procurement, Human Resource and Financial Management

In the interest of the service and in order to ensure the highest efficiency for all public works and highways operations, particularly in the implementation of infrastructure projects and the delivery of frontline service of the Department, the exercise of authorities with corresponding accountabilities in the Department shall be decentralized to the extent possible. However, the levels of authorities delegated herein shall not in any way prevent the Secretary from exercising directly such authorities and they may also be modified, expanded, or withdrawn by the Secretary at any time as public interest so demands.

The levels of authorities for Procurement, Human Resource and Financial Management are hereby amended as prescribed in the attached matrix (Annex A).

This Order shall supersede Department Order No. 228, series of 2016 and shall take effect immediately.

[Signature]
RAFAEL C. YABUT
 Senior Undersecretary
 Officer-In-Charge

11.1.3 AMC/RBC/BEY

Department of Public Works and Highways
 Office of the Secretary

 WIN7P01519

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
	BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
V	PROCUREMENT											
1	CONSULTANCY											
1.1	Request for Authority to Procure		Approve P10M		Approve P20M							Usec Concerned Approve No Limit ¹
1.2	Terms of Reference (TOR) and Bidding Documents	Approve P10M		Approve P20M								BAC Approve No Limit
1.3	Project Procurement Management Plan (PPMP)		Submit P10M		Submit P20M		Submit No Limit		Submit No Limit		Submit No Limit	
1.4	Annual Procurement Plan (APP)	Recommend	Approve and Submit	Recommend	Approve and Submit		PrS Consolidate and Submit					BAC Recommend Support Services Approve
1.5	DPWH Certified Funding Strategy per Contract		Budget Officer Certify Availability of Allotment P10M		Budget Officer Certify Availability of Allotment P20M							Planning Certify
1.6	Certification of Availability of Funds		Accountant Certify Availability of Funds P10M		Accountant Certify Availability of Funds P20M	Accountant Certify Availability of Funds No Limit						
1.7	ABC		Approve P10M		Approve P20M							Technical Services Approve No Limit
1.8	Advertisement	Sign P10M		Sign P20M								BAC Sign No Limit
1.9	ELIGIBILITY											
1.9.1	Notice of Eligibility	Sign P10M		Sign P20M								BAC Sign No Limit
1.9.2	Notice of Ineligibility	Sign		Sign								BAC Sign
1.10	SHORTLISTING											
1.10.1	Notice of Shortlist	Sign P10M		Sign P20M								BAC Sign No Limit
1.10.2	Notice of Non-inclusion in the Shortlist	Sign		Sign								BAC Sign

¹Provided that the Asec/Usec concerned is not the BAC Chairperson (per RA 9184)

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
1.11	Resolution a.Shortlist b.Highest Rated Bid c.Highest Rated Responsive Bid d.Failure of Bidding (As per Sec. 35 of the Revised IRR of RA 9184)	Recommend	Approve P10M	Recommend	Approve P20M							BAC Recommend	Usec Concerned Approve No Limit ¹
1.12	(Foreign-Assisted Projects) Transmittal to Lending Institution (LI)												UPMO Operations Sign
1.13	Notice of Award		Sign P10M		Sign P20M								Usec Concerned Sign No Limit ¹
1.14	Notice to Losing Bidders	Sign P10M		Sign P20M								BAC Sign No Limit	
1.15	Contract		Enter Into Contract (without need for approval) P10M		Enter Into Contract (without need for approval) P20M								Usec Concerned Enter Into Contract (without need for approval) No Limit ¹
1.16	Notice to Proceed		Sign P10M		Sign P20M		Sign No Limit		Sign No Limit		Sign No Limit		
1.17	OTHER ACTIVITIES												
1.17.1	Failure of Bidding (As per Sec. 41 of the Revised IRR of RA 9184)		Approve		Approve								Usec Concerned Approve ¹
1.18	ALTERNATIVE METHODS OF PROCUREMENT												
1.18.1	DPWH Certified Funding Strategy per Contract		Budget Officer Certify Availability of Allotment P10M		Budget Officer Certify Availability of Allotment P20M								Planning Certify
1.18.2	RESOLUTION ADOPTING ALTERNATIVE METHOD												
1.18.2.1	Limited Source Bidding	Recommend	Approve 10M	Recommend	Approve 20M								BAC Recommend
1.18.2.2	Negotiated Procurement	Recommend	Approve 10M	Recommend	Approve 20M								BAC Recommend

¹Provided that the Asec/Usec concerned is not the BAC Chairperson (per RA 9184)

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary	
	BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director			
2	CIVIL WORKS²												
2.1	Project Procurement Management Plan (PPMP) Indicative/Final		Submit P100M ⁵		Submit P300M				Submit		Submit		
2.2	Annual Procurement Plan (APP) Indicative/Final	Recommend	Approve and Submit	Recommend	Approve and Submit		PrS Consolidate and Submit					BAC Recommend	Support Services Approve
2.3	DPWH Certified Funding Strategy per Contract		Budget Officer Certify availability of Allotment P100M ⁵		Budget Officer Certify availability of Allotment P300M	Budget Officer Certify availability of Allotment No Limit							Planning Services Issues
2.4	ABC ³		Approve P100M ⁵		Approve P300M				BOC Approve P50M			Technical Services Approve P100M Recommend above P100M	Technical Services Approve No Limit
2.5	Advertisement	Sign P100M ⁵		Sign P300M			PrS Advertise/Post					BAC Sign No Limit	
2.6	Eligibility Processing ⁴	Process P100M ⁵		Process P300M			PrS Process					BAC Approve No Limit	
2.7	Eligibility Approval ⁶	Approve P100M ⁵		Approve P300M								BAC Approve No Limit	
2.8	Notice of Post-Qualification/Disqualification	Sign P100M ⁵		Sign P300M								BAC Sign No Limit	
2.9	(Foreign-assisted) Transmittal of Pre/Post-Qualification to Lending Institution												UPMO Operations Sign

²Procure Projects for School Building, the District Engineer (DE) approve No Limit

³For FAPs, this step occurs after the bid submission.

⁴For FAPs, it is Pre-Qualification instead of eligibility, unless otherwise agreed with Lending Institution

⁵Limit of Authority of the District Engineers as listed in DO 233, S. 2016, for other DEOs not listed, the approving authority is not greater than **50M**.

⁶Subject to implemenation of CWR at Regional Level.

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
2.10	Resolution of Award	Recommend P100M ⁵	Approve P100M ⁵	Recommend P300M	Approve P300M							BAC Recommend	Usec Concerned Approve No Limit ¹
2.11	(Foreign-assisted) Transmittal of Award to Lending Institution												UPMO Operations Sign
2.12	Notice of Award		Sign P100M ⁵		Sign P300M								Usec Concerned Sign No Limit ¹
2.13	Notice to Losing Bidders	Sign P100M ⁵		Sign P300M								BAC Sign No Limit	
2.14	Failure of Bidding	Recommend P100M ⁵	Approve P100M ⁵	Recommend P300M	Approve P300M							BAC Recommend	Usec Concerned Approve
2.15	CONTRACT												
2.15.1	Locally Funded Projects		Enter into Contract (without need for approval) P100M ⁵		Enter into Contract (without need for approval) P300M				Affix Initial		Affix Initial		Usec Concerned Enter into Contract (without need for approval) No Limit ¹
2.15.2	Foreign Assisted Projects										Affix Initial		UPMO Operations Enter into Contract (without need for approval) No Limit ¹

¹Provided that the Asec/Usec concerned is not the BAC Chairperson

⁵Limit of Authority of the District Engineers as listed in DO 233, S. 2016, for other DEOs not listed, the approving authority is not greater than **50M**.

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary	
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director			
2.16	NOTICE TO PROCEED													
2.16.1	Locally Funded Projects		Sign P100M ⁵		Sign P300M					Affix Initial		Affix Initial		Usec Concerned Sign No Limit
2.16.2	Foreign Assisted Projects													UPMO Operations Sign
2.17	ALTERNATIVE METHOD OF PROCUREMENT													
2.17.1	DPWH Certified Funding Strategy per Contract		Budget Officer Certify availability of Allotment P100M ⁵		Budget Officer Certify availability of Allotment P300M									Planning Issues
2.17.2	RESOLUTION ADOPTING TO ALTERNATIVE METHOD													
2.17.2.1	By Negotiated Contract	Recommend P100M ⁵	Approve P100M ⁵	Recommend P300M	Approve P300M								BAC Recommend	Usec Concerned Approve
2.17.2.2	By Administration/Force Account													Operation Approve below P20M
2.17.2.3	Pakyaw Labor	Recommend P500T	Approve P500T	Recommend P500T	Approve P500T									
2.17.2.3.1	Pre-approval for > P5M	Recommend	Indorse	Recommend	Indorse								BAC Recommend	
2.17.2.3.2	Negotiated Contract	Recommend	Indorse	Recommend	Approve P5M								BAC Recommend	
2.17.2.4	BY MOA WITH LGU													
2.17.2.4.1	Authority to Undertake		Approve P10M		Approve P10M									Regional Operation Recommend
2.17.2.4.2	MOA		Enter up to P10M		Approve P10M Enter above P10M									Regional Operations Recommend

⁵Limit of Authority of the District Engineers as listed in DO 233, S. 2016, for other DEOs not listed, the approving authority is not greater than 50M.

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary	
	BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director			
3	GOODS/SUPPLIES/OTHER SERVICES												
3.1	Project Procurement Management Plan (PPMP)		Submit No Limit		Submit No Limit		Submit No Limit		Submit No Limit		Submit No Limit	Submit No Limit	Submit No Limit
3.2	Annual Procurement Plan (APP)	Recommend	Approve	Recommend	Approve		PrS Consolidate					BAC Recommend	Support Services Approve
3.3	PUBLIC BIDDING FOR SUPPLIES (NON-INFRA), OFFICE EQUIPMENT(ALL) AND SERVICES⁷												
3.3.1	Purchase Request (PR)		Approve No Limit		Approve No Limit		Approve P5M		Approve P5M		Approve P5M	Asec Concerned Approve P10M ¹	Usec Concerned Approve No Limit ¹
3.3.2	Advertisement	Sign No Limit		Sign No Limit								BAC Sign No Limit	
3.3.3	Abstract of Bids	Approve No Limit		Approve No Limit								BAC Approve No Limit	
3.3.4	Notice of Post-Qualification/ Disqualification	Sign No Limit		Sign No Limit								BAC Sign No Limit	
3.3.5	Resolution of Award	Recommend	Approve No Limit	Recommend	Approve No Limit							BAC Recommend	Usec Concerned Approve No Limit
3.3.6	Notice of Award		Sign No Limit		Sign No Limit								Usec Concerned Sign No Limit ¹
3.3.7	Notice to Losing Bidders	Sign No Limit		Sign No Limit								BAC Sign No Limit	
3.3.8	Purchase Order/Contract		Sign No Limit		Sign No Limit		PrS Centrally Procured						Usec Concerned Sign No Limit ¹
3.3.9	Notice to Proceed		Sign No Limit		Sign No Limit		Sign No Limit		Sign No Limit		Sign No Limit	Asec Concerned Sign No Limit	Usec Concerned Sign No Limit

¹Provided that the Asec/Usec concerned is not the BAC Chairperson (per RA 9184)

⁷with Certificate of Non-availability of Supply issued by DBM.

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary	
	BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director			
3.4	PUBLIC BIDDING FOR INFRA RELATED GOODS/SUPPLIES/OTHER SERVICES (PROJECTS BY ADMINISTRATION)												
3.4.1	INFRA-RELATED GOODS AND ROUTINE ROAD MAINTENANCE (EXCEPT EQUIPMENT LEASE)												
3.4.1.1	Purchase Request (PR)		Approve No Limit		Approve No Limit		Approve P5M		Approve P5M		Approve P5M	Asec Concerned Approve P10M ¹	Usec Concerned Approve No Limit ¹
3.4.1.2	Advertisement	Sign No Limit		Sign No Limit								BAC Sign No Limit	
3.4.1.3	Abstract of Bids	Approve No Limit		Approve No Limit								BAC Approve No Limit	
3.4.1.4	Notice of Post-Qualification/ Disqualification	Sign No Limit		Sign No Limit								BAC Sign No Limit	
3.4.1.5	Resolution of Award	Recommend	Approve No Limit	Recommend	Approve No Limit							BAC Recommend	Usec Concerned Approved No Limit
3.4.1.6	Notice of Award		Sign No Limit		Sign No Limit								Usec Concerned Sign No Limit ¹
3.4.1.7	Notice to Losing Bidder	Sign No Limit		Sign No Limit								BAC Sign No Limit	
3.4.1.8	Purchase Order/Contract		Sign No Limit		Sign No Limit								Usec Concerned Sign No Limit ¹
3.4.1.9	Notice to Proceed		Sign No Limit		Sign No Limit		Sign No Limit		Sign No Limit		Sign No Limit	Asec Concerned Sign No Limit	Usec Concerned Sign No Limit

¹Provided that the Asec/Usec concerned is not the BAC Chairperson (per RA 9184)

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary	
	BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director			
3.4.2	EQUIPMENT AND SERVICE VEHICLE												
3.4.2.1	PURCHASE												
3.4.2.1.1	Authority to Purchase								BOE Recommend				
3.4.2.1.2	Purchase Request (PR)		Approve P3M		Approve P5M		Approve P5M		Approve P5M		Approve P5M	Technical Services Approve P10M ⁸	Technical Services Approve No Limit ⁸
3.4.2.1.3	Advertisement	Sign P3M		Sign P5M								BAC Sign No Limit	
3.4.2.1.4	Abstract of Bids	Approve P3M		Approve P5M								BAC Approve No Limit	
3.4.2.1.5	Notice of Post-Qualification/ Disqualification	Sign P3M		Sign P5M								BAC Sign No Limit	
3.4.2.1.6	Resolution of Award	Recommend	Approve P3M	Recommend	Approve P5M							BAC Recommend	Technical Services Approve No Limit ⁸
3.4.2.1.7	Notice of Award		Sign P3M		Sign P5M								Usec Concerned Sign No Limit ¹
3.4.2.1.8	Notice to Losing Bidder	Sign P3M		Sign P5M								BAC Sign No Limit	
3.4.2.1.9	Contract		Enter into Contract (without need for approval) P3M		Enter into Contract (without need for approval) P5M							Technical Services Approve No Limit ⁸	Technical Services Approve No Limit ⁸
3.4.2.1.10	Notice to Proceed		Sign P3M		Sign P5M		Sign No Limit		Sign No Limit		Sign No Limit	Asec Concerned Sign No Limit	Usec Concerned Sign No Limit

¹Provided that the Asec/Usec concerned is not the BAC Chairperson (per RA 9184)

⁸Provided that the Asec/Usec for Technical Services is not a BAC Chairperson (per RA 9184).

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.4.2.2	LEASE OF EQUIPMENT												
3.4.2.2.1	Authority to lease from private lessors		Below 30 days ⁹		60 days below ⁹				BOE Recommend above 60 days ⁹				Operations Approve above 60 days ⁹
3.4.2.2.2	Purchase Request (PR)		Approve P1.5M		Approve P3M				BOE Recommend above P3M				Operations Approve P5M
3.4.2.2.3	Advertisement	Sign P1.5M		Sign P3M								BAC Sign No Limit	
3.4.2.2.4	Abstract of Bids	Approve P1.5M		Approve P3M								BAC Approve No Limit	
3.4.2.2.5	Notice of Post-Qualification/ Disqualification	Sign P1.5M		Sign P3M								BAC Sign No Limit	
3.4.2.2.6	Resolution of Award	Recommend	Approve P1.5M	Recommend	Approve P3M							BAC Recommend	Operations Approve P5M
3.4.2.2.7	Notice of Award		Sign P1.5M		Sign P3M								Usec Concerned Sign No Limit ¹
3.4.2.2.8	Notice to Losing Bidder	Sign P1.5M		Sign P3M								BAC Sign No Limit	
3.4.2.2.9	Contract		Enter into Contract (without need for approval) P1.5M		Enter into Contract (without need for approval) P3M				BOE Recommend above P3M				Operations Enter into Contract (without need for approval) P5M
3.4.2.2.10	Notice to Proceed		Sign P1.5M		Sign P3M								Operations Sign P5M

¹Provided that the Asec/Usec concerned is not the BAC Chairperson (per RA 9184)

⁹calendar days.

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
	BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.4.2.3	RENTAL OF SERVICE VEHICLE											
3.4.2.3.1	MORE THAN 15 DAYS-SUBJECT TO DBM CLEARANCE											
3.4.2.3.1.1	Request for DBM Clearance	Recommend	Indorse	Recommend	Indorse				BOE Recommend			Technical Services Indorse to DBM
3.4.2.3.1.2	Purchase Request (PR)		Approve P1.5M		Approve P3M							
3.4.2.3.1.3	Advertisement	Sign P1.5M		Sign P3M								
3.4.2.3.1.4	Abstract of Bids	Approve P1.5M		Approve P3M								
3.4.2.3.1.5	Notice of Post-Qualification/ Disqualification	Sign P1.5M		Sign P3M								
3.4.2.3.1.6	Resolution of Award	Recommend P1.5M	Approve P1.5M	Recommend P3M	Approve P3M							
3.4.2.3.1.7	Notice of Award		Sign P1.5M		Sign P3M							
3.4.2.3.1.8	Notice to Losing Bidder	Sign P1.5M		Sign P3M								
3.4.2.3.1.9	Contract		Enter into Contract (without need for approval) P1.5M		Enter into Contract (without need for approval) P3M				BOE Recommend above P3M			Operations Sign above P3M
3.4.2.3.1.10	Notice to Proceed		Sign P1.5M		Sign P3M							

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
	BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.4.2.4	MAINTENANCE AND REHABILITATION (LIGHTS AND HEAVY EQUIPMENT)											
3.4.2.4.1	Maintenance/parts	Recommend P1.5M Land Based (ESU should be provisional member of DEO BAC)	Approve P1.5M Land Based	Recommend P3M Land Based P5M Water Based (EMD should be provisional member of Regional BAC)	Approve P3M Land Based P5M Water Based				BOE Recommend No Limit			Operations Approve No Limit
3.4.2.4.1.1	Purchase Request (PR)		Approve P1.5M		Approve P5M ¹¹							
3.4.2.4.1.2	Advertisement	Sign P1.5M		Sign P5M ¹¹								
3.4.2.4.1.3	Abstract of Bids	Approve P1.5M		Approve P5M ¹¹								
3.4.2.4.1.4	Notice of Post-Qualification/ Disqualification	Sign P1.5M		Sign P5M ¹¹								
3.4.2.4.1.5	Resolution of Award	Recommend P1.5M	Approve P1.5M	Recommend P5M ¹¹	Approve P5M ¹¹							
3.4.2.4.1.6	Notice of Award		Sign P1.5M		Sign P5M ¹¹							
3.4.2.4.1.7	Notice to Losing Bidder	Sign P1.5M		Sign P5M ¹¹								
3.4.2.4.1.8	Contract		Enter into Contract (without need for approval) P1.5M		Enter into Contract (without need for approval) P5M ¹¹							
3.4.2.4.1.9	Notice to Proceed		Sign P1.5M		Sign P5M ¹¹							

¹¹The approval of Land Based Maintenance and Rehabilitation/parts is P3M and Water Based Maintenance and Rehabilitation/parts is 5M.

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.4.2.4.2	Rehabilitation/parts			Recommend P3M Land Based P5M Water Based (EMD should be provisional member of Regional BAC)	Approve P3M Land Based P5M Water Based				BOE Recommend No Limit				Operations Approve No Limit
3.4.2.4.2.1	Purchase Request (PR)				Approve P5M ¹¹								
3.4.2.4.2.2	Advertisement			Sign P5M ¹¹									
3.4.2.4.2.3	Abstract of Bids			Approve P5M									
3.4.2.4.2.4	Notice of Post-Qualification/ Disqualification			Sign P5M ¹¹									
3.4.2.4.2.5	Resolution of Award			Recommend P5M ¹¹	Approve P5M ¹¹								
3.4.2.4.2.6	Notice of Award				Sign P5M ¹¹								
3.4.2.4.2.7	Notice to Losing Bidder			Sign P5M ¹¹									
3.4.2.4.2.8	Contract				Enter into Contract (without need for approval) P5M ¹¹								
3.4.2.4.2.9	Notice to Proceed				Sign P5M ¹¹								

¹¹The approval of Land Based Maintenance and Rehabilitation/parts is P3M and Water Based Maintenance and Rehabilitation/parts is 5M.

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.4.3	LABOR "PAKYAW"												
3.4.3.1	Purchase Request (PR)		Approve P1M		Approve P1M								
3.4.3.2	Advertisement	Approve P1M		Approve P1M									
3.4.3.3	Abstract of Bids	Approve P1M		Approve P1M									
3.4.3.4	Notice of Post-Qualification/ Disqualification	Sign P1M		Sign P1M									
3.4.3.5	Resolution of Award	Recommend P1M	Approve P1M	Recommend P1M	Approve P1M								
3.4.3.6	Notice of Award		Sign P1M		Sign P1M								
3.4.3.7	Notice to Losing Bidder	Sign P1M		Sign P1M									
3.4.3.8	Contract		Enter into Contract (without need for approval) P1M		Enter into Contract (without need for approval) P1M								
3.4.3.9	Notice to Proceed		Sign P1M		Sign P1M								
3.5	ALTERNATIVE METHOD OF PROCUREMENT P1M AND BELOW (INCLUDING LESS THAN 15 DAYS RENTAL OF SERVICE VEHICLE)												
3.5.1	Purchase Request (PR)		Approve		Approve		Approve		Approve		Approve	Asec Concerned Approve	Usec Concerned Approve
3.5.2	Advertisement	Sign		Sign								BAC Sign	
3.5.3	Abstract of Bids	Approve		Approve								BAC Approve	
3.5.4	Notice of Post-Qualification/Disqualification	Sign		Sign								BAC Sign	
3.5.5	Resolution of Award	Recommend	Approve	Recommend	Approve							BAC Recommend	Usec Concerned Approve ¹
3.5.6	Notice of Award		Sign		Sign								Usec Concerned Sign ¹
3.5.7	Notice to Losing Bidder	Sign		Sign								BAC Sign	

¹Provided that the Asec/Usec concerned is not the BAC Chairperson (per RA 9184)

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY		District		Regional		Service		Bureau		UPMO		Assistant Secretary	Under-secretary
		BAC	District Engineer	BAC	Director	Division Chief	Director	Assistant Director	Director	Project Manager	Director		
3.5.8	Purchase Order/Work Order		Approve		Approve							Asec Concerned Approve ¹	Usec Concerned Approve ¹
3.5.9	Notice to Proceed		Sign		Sign		Sign		Sign		Sign	Sign	Sign
3.5.10	OTHER ACTIVITIES												
3.5.10.1	Failure of Bidding (Resolution)	Recommend	Approve	Recommend	Approve							BAC Recommend	Usec Concerned Approve
3.6	Negotiated Procurement (PS DBM)- Purchase Request (PR)/Agency Purchase Request (APR)		Approve No Limit		Approve No Limit		Approve P2.5M		Approve P2.5M		Approve P2.5M	Asec Concerned Approve P5M	Usec Concerned Approve P10M

¹Provided that the Asec/Usec concerned is not the BAC Chairperson (per RA 9184)

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
	Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
IX HUMAN RESOURCE															
1	Plantilla of Personnel					Approve		HRAS Approve							
2	OFFICE PLACEMENT COMMITTEE RECOMMENDATION/RESOLUTION TO BE SUBMITTED TO THE CENTRAL SELECTION BOARD (CSB) / REGIONAL SELECTION BOARD (RSB)														
2.1	All DEO personnel below ADE (to be submitted to RSB)		Approve												
2.2	Regional Division Chief (to be submitted to CSB)					Approve									
2.3	Division Chief and below in the Central Office (to be submitted to CSB)							Approve		Approve		Approve			
3	SELECTION BOARD RESOLUTION (BASED ON THE RESOLUTION OF THE PLACEMENT COMMITTEE CONCERNED)														
3.1	All 1st and 2nd level positions in the DEOs and ROs except Division Chief ¹²					Approve									
3.2	All 1st and 2nd level positions in the Central Office except Division Chief														Use Concerned Approve
4	SIGNING OF APPOINTMENTS IN ACCORDANCE WITH APPROVED RESOLUTION/APPROVAL OF SEPARATION FROM THE SERVICE														
4.1	All 1st and 2nd level plantilla positions except Division Chief					Approve								Asec Concerned Approve ¹³	
4.2	All 3rd level officials who are not Presidential Appointees, Division Chief, DE, and ADE with CSB/Mancom Resolution approved by Secretary														Use Concerned Approve
4.3	Immediate Staff of Presidential Appointees holding Co-Terminus with the Official (CTO) positions													Asec Concerned Approve	Use Concerned Approve
4.4	Immediate Staff of Presidential Appointees in the Central Office (per plantilla) except Co-Terminus with Official (CTO)													Support Services Approve	

¹²Recommendations/Appointments to DE and ADE positions, considering that these position are already transferred to and/or included in the PSIPOP of OSEC, shall be covered by a Resolution issued by the Management Committee (all Undersecretaries and Assistant Secretaries) to be approved by the Secretary.

¹³If Asec is not a member of CSB

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
5	Notice of Salary Adjustments / Step Increments	Note: Same levels of authorities authorized in the "Signing of Appointments in accordance with approved Resolution/Approval of Separation from the Service"														
6	AUTHORITY TO HIRE/RENEW/REPLACE AND APPROVAL OF CONTRACTS OF SERVICE OF JOB ORDER PERSONNEL															
6.1	Authority to hire/renew/replace/ upgrade of Job Order personnel and approval of initial Contract of Service for DEOs						Approve									
6.2	Job Order Contract of Service for DEOs with prior authority to renew/rehire from Regional Director			Approve												
6.3	Authority to hire/rehire/replace/ upgrade Job Order personnel and approval of Contract of Service for ROs						Approve									
6.4	Authority to rehire/ replace Job Order personnel with prior authority to hire from the Secretary															Usec Concerned Approve
6.5	Job Order Contract of Service for CO with prior authority to hire/rehire from the Secretary/ Undersecretary								Approve			Approve		Approve		
7	DESIGNATION															
7.1	Officer-In-Charge to the Office of DE and Division Chief in the ROs and DEOs (Designee must come from the same Division/DEO/RO)															Approve up to one (1) month
7.2	Officer-In-Charge to the Office of ADE in the DEOs (Designee must come from the same Division/DEO)						Approve up to one (1) month									
7.3	Assistant Division Chief, Section Chief and below						Approve		Approve			Approve		Approve		

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
	Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
8	REASSIGNMENT OF PERSONNEL WITHIN THE DPWH UP TO SIX (6) MONTHS AND EXTENSION FOR ANOTHER SIX (6) MONTHS/RECALL OF REASSIGNMENT														
8.1	Section Chief and below within the same District (copy furnished the Regional Director thru the Regional Administrative Officer concerned)			Approve											
8.2	Assistant Division Chief/Section Chief and below within the same Region-including moves between DEOs in same Region					Approve									
8.3	Assistant Division Chief/Section Chief and below within the same Bureau/Service/UPMO							Approve			Approve		Approve		
8.4	Assistant Division Chief/Section Chief and below including regional/district personnel, outside the mother Region/Bureau/Service /UPMO														Usec Concerned Approve
9	LOCAL TRAVEL (OFFICIAL)														
9.1	All DEO personnel below ADE within the District/Region			Approve below thirty(30) days			Approve > thirty (30) days								
9.2	All DEO personnel below ADE Outside the District/Region			Sign			Approve below thirty(30) days							Asec Concerned Approve > thirty (30) days	
9.3	All DE and ADE within/outside the District/Region			Sign for ADE			Approve below thirty(30) days							Asec Concerned Approve > thirty (30) days	

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
9.4	All 1st and 2nd level personnel of RO within/outside the Region						Approve below thirty(30) days								Asec Concerned Approve > thirty (30) days	
9.5	Director and Assistant Director (Bureau/Service/Regional/UPMO)															Usec Concerned Approve below thirty (30) days
9.6	All Project Manager (except those designated as Cluster Project Director and Assistant Project Director) and Division Chief (Central Office)														Asec Concerned Approve below thirty (30) days	Usec Concerned Approve > one (1) month
9.7	Assistant Division Chief/Section Chief and below (Central Office)								Approve below thirty(30) days				Approve below thirty(30) days	Approve below thirty(30) days	Approve > thirty (30) days	
10	TRAVEL ABROAD (PERSONAL)															
10.1	Travel Abroad for personal reason of all Division Chief, Assistant Division Chief/Section Chief and below excluding ADE															Support Services Approve up to thirty (30) working days
11	LEAVE APPLICATIONS															
11.1	Section Chief and below			Approve up to one (1) month		Approve up to one (1) month	Approve > one (1) month		Approve No Limit			Approve No Limit		Approve No Limit		
11.2	Assistant Division Chief					Approve up to one (1) month	Approve > one (1) month		Approve No Limit			Approve No Limit				

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY		District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
		Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
11.3	Assistant Director and District Engineer						Approve up to five (5) days					Approve up to five (5) days				Use Concerned Approve > five (5) days
11.4	Project Manager, Division Chief and Assistant District Engineer						Approve up to one (1) month		Approve up to one (1) month			Approve up to one (1) month		Approve up to one (1) month		Use Concerned Approve > one (1) month
11.5	Director(Bureau/Service/Regional/UPMO Cluster)														Asec Concerned Approve up to five (5) days	Use Concerned Approve > five (5) days
12	Request for authority to teach/practice profession, subject to CSC rules						Recommend		Recommend			Recommend		Recommend		Support Services Recommend
13	CERTIFICATE OF CLEARANCE															
13.1	Assistant Division Chief / Section Chief and below			Approve			Approve except bonded personnel		HRAS ¹⁴ Approve							
13.2	Director(Bureau/Service/Regional/UPMO), Project Managers, DEs, Division Chiefs, ADEs, and Bonded Personnel															Use Concerned Approve
14	Attendance to Non-DPWH Local Trainings/Seminar/ Conventions charges to the government (e.g Travel Expenses and Training Fees)						Approve up to five (5) days		Approve up to five (5) days			Approve up to five (5) days		Approve up to five (5) days	Approve No Limit	
15	Signatory in the various communication letter answering the inquiries of internal and external creditors relative to human resource and administrative matters			Sign			Sign		HRAS ¹⁴ Sign						Support Services Sign	Support Services Sign

¹⁴Human Resource and Administrative Service

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary	
	Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director			
X	FINANCIAL															
1	Certification of Funding for the Award Contract under the DPWH Multi-Year Program								Planning Approve P50M						Planning Approve No Limit	
2	PAYMENT FOR ACQUISITION OF LAND AND PROPERTIES															
2.1	Letter Request for ORS					Approve No Limit			Legal Approve No Limit					Approve P50M		
2.2	Signing of Box A of DV			Sign				Sign				Sign				
2.3	Approval of Voucher						Approve No Limit		Legal Approve P50M					Approve P50M	Operations Approve P75M	Operations Approve P100M
2.4	Signing & Countersign of Check (one-time claimant)					Cashier Sign HRAD ¹⁵ Countersign No Limit		Chief Cashier Sign	HRAS ¹⁴ Countersign No Limit							
2.5	Signing and Countersigning for LDDAP/ADA (refer to # 11)															
3	PAYMENT OF CONSULTANCY SERVICES															
3.1	Letter Request of ORS		Approve P10M			Approve P20M			Approve No Limit			Approve No Limit		Approve No Limit		
3.2	Signing of Box A of DV	Sign			Sign			Sign		Sign			Sign			
3.3	Approval of Voucher			Approve P10M			Approve P20M									Usec Concerned Approve No Limit
3.4	Signing & Countersigning of LDDAP/ADA (refer to # 11)															
3.5	Signatory to Withdrawal Application of Foreign-assisted Projects														Authorized Signatories Sign No Limit	

¹⁴Human Resource and Administrative Service ¹⁵Human Resource and Administrative Division

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary	
	Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director			
4	PAYMENT OF CONTRACTORS CONTRACTS															
4.1	Letter Request for ORS		Approve P100M			Approve P300M			Approve No Limit			Approve No Limit		Approve No Limit		
4.2	Signing of Box A of DV	Sign			Sign							Sign				
4.3	Approval of Voucher			Approve No Limit			Approve No Limit							Approve P50M		Operations Approve No Limit
4.4	Signing & Countersigning of LDDAP/ADA (refer to # 11)															
4.5	Signatory to Withdrawal Application of Foreign-assisted Projects															Authorized Signatories Sign No Limit
5	PAYMENT OF "PAKYAW" CONTRACTS															
5.1	Letter Request of ORS		Approve P1M			Approve P1M								Approve P1M		
5.2	Signing of Box A of DV	Sign			Sign							Sign				
5.3	Approval of Voucher			Approve P1M			Approve P1M							Approve P1M		
5.4	Signing & Countersigning of LDDAP/ADA (refer to # 11)															
6	PAYMENT OF LEASE OF EQUIPMENT															
6.1	Letter Request of ORS		Approve P1.5M			Approve P3M			Approve P3M		Approve P3M		Approve P3M		Approve No Limit	
6.2	Signing of Box A of DV	Sign			Sign			Sign		Sign			Sign			
6.3	Approval of Voucher			Approve P1.5M			Approve P3M		Approve P3M			Approve P3M		Approve P3M	Approve P3M	Approve No Limit
6.4	Signing & Countersigning of LDDAP/ADA (refer to # 11)															

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
	Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
7	PAYMENT OF JANITORIAL AND SECURITY SERVICES														
7.1	Letter Request of ORS		Approve No Limit			Approve No Limit			HRAS ¹⁴ Approve No Limit						
7.2	Signing of Box A of DV	Sign			Sign			Sign							
7.3	Approval of Voucher			Approve No Limit			Approve No Limit		HRAS ¹⁴ Approve P5M					Support Services Approve P10M	Support Services Approve No Limit
7.4	Signing & Countersigning of LDDAP/ADA (refer to # 11)														
8	PAYMENT OF GOODS														
8.1	Letter Request of ORS		Approve No Limit			Approve No Limit			Approve No Limit			Approve No Limit		Approve No Limit	
8.2	Signing of Box A of DV	Sign			Sign			Sign		Sign		Sign		EA Sign	EA Sign
8.3	Approval of Voucher			Approve No Limit			Approve No Limit		Approve P5M			Approve P5M		Approve P5M	Asec Concerned Approve P10M
8.4	Signing & Countersigning of LDDAP/ADA (refer to # 11)														
9	PAYMENT OF PERSONNEL SERVICES														
9.1	Letter Request of ORS		Approve No Limit			Approve No Limit			Approve No Limit			Approve No Limit		Approve No Limit	Approve No Limit
9.2	Signing of Box A of DV	Sign			Sign			Sign							
9.3	Approval of Voucher			Approve No Limit			Approve No Limit		HRAS ¹⁴ Approve No Limit						
9.4	Signing & Countersigning of LDDAP/ADA (refer to # 11)														

¹⁴Human Resource and Administrative Service

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
	Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
10	MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)														
10.1	Letter Request of ORS		Approve No Limit			Approve No Limit			Approve No Limit		Approve No Limit		Approve No Limit	Approve No Limit	Approve No Limit
10.2	Signing of Box A of DV	Sign			Sign			Sign		Sign		Sign		EA Sign	EA Sign
10.3	Approval of Voucher			Approve No Limit			Approve No Limit		Approve No Limit		Approve No Limit		Approve No Limit	Approve No Limit	Approve No Limit
10.4	Signing & Countersigning of LDDAP/ADA (refer to # 11)														
11	SIGNING & COUNTERSIGNING FOR LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE(LDDAP) / ADVICE TO DEBIT ACCOUNT (ADA)														
11.1	List of Due and Demandable Accounts Payable (LDDAP)														
11.1.1	Signing	Accountant			Fiscal Controller			Chief Accountant							
11.1.2	Approval			Approve No Limit			Approve No Limit		FS No Limit						
11.2	ADVICE TO DEBIT ACCOUNT (ADA)														
11.2.1	Signing	Cashier Sign			Cashier Sign			Cashier Sign							
11.2.2	Countersigning			Countersign No Limit			Countersign No Limit		HRAS ¹⁴ Countersign No Limit						
12	SIGNING & COUNTERSIGNING OF NOTICE OF TRANSFER OF ALLOCATION (NTA)														
12.1	Signing							Chief Accountant No Limit							
12.2	Countersigning								FS Approve No Limit						
13	Request DBM for Notice of Cash Allocation (NCA)	Accountant		Recommend No Limit	Fiscal Controller		Indorse No Limit	Accountant	FS Recommend No Limit						Support Services Sign No Limit

¹⁴Human Resource and Administrative Service

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
	Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
14	AUTHORITY FOR RELEASE OF SUB-ALLOTMENT ADVICE (SAA)														
14.1	Personal Services (PS)/ Maintenance and Other Operating Expenses (MOOE)								FS Approve No Limit						
14.2	CAPITAL OUTLAYS														
14.2.1	Lump Sum Appropriations - projects needing DBM clearance								Planning Request No Limit						
14.2.2	Lump Sum Appropriations without breakdowns								Planning Request No Limit						Operations Approve
14.2.3	Centrally-managed Projects								Planning Request No Limit			Request No Limit	Request No Limit		Operations Approve
15	Release of Sub-Allotment Advice (SAA)							Chief Budget Officer Prepare	FS Approve No Limit						
16	TRANSFER OF FUND WITH FUNDING CHECK TO/FROM LGU AND OTHER AGENCIES														
16.1	Letter of Advice of Allotment (LAA)			Approve No Limit			Approve No Limit							Support Services Approve P75M	Support Services Approve P100M
16.2	Signing of Box A of DV	Sign					Sign							Operations Sign P75M	Operations Sign No Limit
16.3	Disbursement Voucher Approval			Approve No Limit			Approve No Limit							Support Services Approve P75M	Support Services Approve No Limit
16.4	Signatory of funding checks	Cashier Sign		Countersign No Limit	Cashier Sign		Countersign No Limit	Chief Cashier No Limit	HRAS ¹⁴ Countersign No Limit						

¹⁴Human Resource and Administrative Service

LEVELS OF AUTHORITIES OF DPWH KEY OFFICIALS FOR PROCUREMENT, HUMAN RESOURCE AND FINANCIAL MANAGEMENT

DELEGATED AUTHORITY	District			Regional			Services		Bureau			UPMO		Assistant Secretary	Under-secretary
	Section Chief	Asst. Dist. Engineer	District Engineer	Division Chief	Assistant Reg'l Dir.	Director	Division Chief	Director	Division Chief	Assistant Director	Director	Project Manager	Cluster Director		
17	Signatory in the various communication letter answering the inquiries of internal and external creditors relative to accounting, budgeting and financial matters.			Sign			Sign		FS Sign					Support Services Sign	Support Services Sign
18	SPECIAL BUDGET CHARGED TO ENGINEERING AND ADMINISTRATIVE OVERHEAD (EAO)														
18.1	Central Office								FS Consolidate Special Budget						Support Services Approve
18.2	Regional/District	Accounting Prepare Special Budget		Indorse	FD Review & Recommend		Approve								
19	REPORT OF ADA ISSUED (RADAI)														
19.1	Prepare	Cashier			Cashier			Chief Cashier							
19.2	Approve	HRAS ¹⁶			HRAD ¹⁵				HRAS ¹⁴						
20	REPORT OF CHECKS ISSUED (RCI)														
20.1	Prepare	Cashier			Cashier			Chief Cashier							
20.2	Approve	HRAS ¹⁶			HRAD ¹⁵				HRAS ¹⁴						

¹⁴Human Resource and Administrative Services ¹⁵Human Resource and Administrative Division ¹⁶Human Resource and Administrative Section