



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

097.13 DPWH
04-23-2003

APR 23 2003

DEPARTMENT ORDER

No. 92
Series of 2003 04-23-2003

SUBJECT: RE-INSTITUTION OF DELEGATED AUTHORITIES OF THE UNDERSECRETARY FOR ADMINISTRATION, FINANCE AND LEGAL.

In view of the designation of a new Undersecretary for Administration, Finance and Legal and with reference to Department Order No. 42, series of 1988, otherwise known as the Updated Delegation Of Authorities To Officials Of The Department Of Public Works And Highways, as amended, the following functions, duties and authorities of the Undersecretary for Administration and Finance are hereby re-instituted:

1. Countersigning of Sub-Allotment Advices (SAA), Advice/Authority to Debit Account (ADA) and Letters of Advice of Allotment (LAA) for all fund transfer.
2. Approval of vouchers and counter-signing of funding checks regardless of amount for all field offices.
3. Signing of request for release of funds / Notice of Cash Allocation (NCA) / re-alignment of funds from DBM for payment of retirement gratuity, terminal leave, current operating expenditures and of Capital Outlay for current accounts payable of the Central Office.
4. Signing of transmittal of Special Allotment Release Order (SARO).
5. Approval and / or signing endorsement of all types of budgetary request of all works and financial plans supporting request for fund releases nationwide from DBM.
6. Approval of renewal on all services/supply contracts.
7. Approval of all service or employment contracts for all consultants of the Department including those in the Project Management Offices (PMOs), subject to prior approval of the authority to hire by the Secretary.
8. Approval of request for transfer, re-assignment or detail to another office, and/or re-instatement.
9. Approval of application for vacation/sick/terminal leave, certificate of clearance from property and/or money accountability of employees with the rank of Division Chiefs and above.
10. Approval of travel orders on study leave grant, scholarships, and all other on official functions below the rank of Assistant Secretary, Bureau Director or its equivalent rank. and for local travel of not more than 30 days.

(continuation of Department Order No. 92, series of 2003)

11. Approval of authority to travel abroad for personal reasons for not more than six (6) month below the rank of Assistant Secretary, Bureau Director or its equivalent rank, except for District Engineers and Assistant District Engineers.
12. Approval of Annual / Supplemental Procurement Program with cost estimates exceeding P1.5 Million.
13. Approval of Requisition, Purchase / Work Orders, Allotment Obligation Slips (ALOPS) and disbursement Vouchers for purchase of supplies, materials, equipments and non-personnel services for office operations with cost estimates exceeding P1.0 Million per RSE including signing of payments thereto.
14. Approval of vouchers for payment of duly approved retirement gratuity, terminal leaves, state compensation benefits and/or reimbursement of medical expenses under Section 699 of Revised Administrative Code as amended above P1.5 Million but not exceeding P5.0 Million.
15. Approval of allocation of fuel for service vehicles, per approved guidelines provided that the service vehicle is included in the Asset Registry Book (ARB) of the Assets and Supplies Management Control Division, CFMS and covered by duly approved Memorandum Receipt by the Secretary or the Undersecretary for Administration, Finance and Legal.
16. Approval of sale/disposal of non-serviceable furnitures, fixtures and equipments up to P2.0 M per lot.

This order shall take effect immediately and shall supercede all other issuances inconsistent thereof.



BAYANLE FERNANDO
Secretary