

Republic of the Philippines
Department of Public Highways
OFFICE OF THE SECRETARY
M a n i l a

October 1, 1977

Department Order No 117
Series of 1977)
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SUBJECT: Delegated authorities to Regional Directors

Pursuant to paragraph 1, Article 2, Chapter III, Part 2 of the Integrated Reorganization Plan and Letter of Instruction No. 448 of His Excellency, the President, the following authorities on substantive and administrative matters are hereby delegated to Regional Directors, to wit:

1. Approve original and promotional appointments and reinstatements to positions of the 1st level which includes clerical, trade, crafts and custodial service position which involve non-professional or sub-professional work as well as appointments in the second level up to the rank of Supervising Civil Engineer for technical positions and Asst. Chief of Division for non-technical position;
2. Approve casual appointments;
3. Approve transfer of personnel within the jurisdiction of the office; provided that in cases of inter-regional transfers which shall be made by higher authorities, the same shall be done in consultation with the Regional Director concerned;
4. Investigate administrative complaints against employees of the Region and submit approved recommendation to the Agency Head provided that if the penalty to be imposed does not exceed 15 days fine or suspension without pay, he may decide the case, subject to appeal by the respondent if he so desires to the Head of the Department whose decision shall be final;

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5. Approve sick, vacation and maternity leaves of absences with pay or without pay for a period not beyond one year;
6. Prepare and submit Budget Proposals for the Region to the Central Office and administer the Budget of the Regional Office;
7. Authorize disbursement of funds and accordingly approve vouchers for payment of obligation pursuant to approved financial and work program;
8. Approve requisition for supplies, materials and equipment subject to central office approval of supply procurement program in an amount not exceeding ₱5,000.00 per RIV;
9. Negotiate contracts for services or for furnishing supplies, materials and equipment involving an amount not exceeding ₱50,000.00 within a given quarter; provided, however, that authority in excess of ₱50,000.00 may be further authorized at the discretion of the Secretary;
10. Approve claims for benefits under Section 699 of the Revised Administrative Code, subject to the availability of funds;
11. Approve requests for overtime services provided that overtime services payable by the hour shall be approved by the office of the President thru the Department;
12. Approve application of personnel for permission to teach, exercise a profession or engage in business outside office hours;
13. Issue Travel Orders authorizing employees to travel on official business within the region for a period not exceeding thirty (30) days;
14. Approve attendance of personnel in conferences, seminars and non-degree training program within the region;

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15. Authorize the allocation of funds to provincial and district offices;
16. Approve right-of-way agreements (Deeds of Absolute Sale for lots needed for right-of-way) involving acquisition of lots with an estimated cost not exceeding ₱50,000.00;
17. Approve agreements to demolish improvements ~~on~~ lots acquired for right-of-way irrespective of the amount involved (cost of improvements);
18. Approve individual program of work, plans, estimates and specifications for projects with an estimated cost not exceeding ₱500,000.00;
19. Undertake by administration projects with an estimated cost not exceeding ₱2,000,000.00 subject to prior consultation with and approval by the Secretary;
20. Advertise for bids awards and enter into contracts for public works projects with an estimated cost not exceeding ₱500,000.00 subject to approval by the Secretary;
21. Approve allocation and assignment of equipment together with the corresponding rental orders within the region and decide disputes on equipment utilization. However, a report to this effect should be submitted to the Director of the Bureau of Equipment.

Cases not covered by or included in the above enumerations should be forwarded to the Central Office for resolution.

Nothing herein shall be construed as a limitation on the powers of the Secretary to review and, in the interest of justice, modify or overrule any action taken by the Regional Director or limitation of his authority to initiate transfer of personnel from one region to another;

It is understood that the authority herein delegated may be

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enlarged or reduced as the exigency of the service may require, and that the exercise of the above enumerated delegated authorities shall be subject to the following general provisions:

- (a) The powers herein given to the regional offices may be further delegated as needed by the Regional Director concerned to lower level offices like district offices;
- (b) Nothing herein shall be construed to preclude any Department or Agency Head from further delegating powers in excess of those herein provided to the regional offices;
- (c) The exercise of the powers herein provided shall in all cases be subject to existing national and/or departmental agency policies, rules and regulations as may have been or may be promulgated.

This Department Order shall take effect immediately.

BALTAZAR AQUINO
Secretary

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