



097.  
7-6.

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

13 June 1990

Department Order)  
No. **135** *7/16*  
Series of 1990

SUBJECT: Amending Certain Provisions of  
Ministry Order No. 32, Series  
of 1985 (Omnibus Delegation of  
Authorities)

In view of the clustering of the existing 28 Project Management Offices into 9 clusters (by virtue of Department Order No. 62, Series of 1989) to effect better coordination, monitoring and control, and secure faster implementation of the various infrastructure projects being executed thru the Project Management Offices, pertinent provisions of Ministry Order No. 32, Series of 1985 otherwise known as the Omnibus Delegation of Authorities to Officials of the Ministry of Public Works and Highways, as it pertains to the substantive and administrative authorities delegated to the Project Managers are hereby amended to define the functions, duties, responsibilities and authorities of Project Directors, as heads of clusters, and Project Managers, as heads of the Project Management Offices.

Limit

A. Substantive Authorities	Limit	
	Project Director	Project Manager
1. Approval of plans, programs of work, PERT/CPM schedules and agency estimates, for infrastructure projects costing not more than...	₱5.0M	₱1.0M
2. Approval of contracts and extensions of contract time, change orders and extra work orders therefor, provided that the cumulative cost of such variation orders or cumulative extensions of contract time do not exceed 25% of the original contract cost/time, for infrastructure projects costing not more than ...	₱5.0M (for civil works contracts) ₱1.0M (for consultancy contracts) ₱0.3M (for service contracts such as topographic, geotechnical, parcellary survey, etc., & for furnishing of construction materials and supplies)	₱1.0M  ₱0.5M  N/A

3. Issuance of Notice  
to Proceed on projects  
costing not more than ... P1.0M N/A

4. Approval of Statements  
of Work Accomplished  
(SWAs), billings and  
vouchers for accomplish-  
ments/claims on projects/  
contracts within the  
cluster not exceeding P5.0M  
except first and final  
SWAs/billings/payments.

The signing and counter-  
signing of checks shall be  
governed by authorities  
delegated under D.O. # 42,  
series 1988. As stated N/A

For PMOs outside the  
Central Office, existing  
procedures established under  
various MOs/DDs shall remain  
as is.

B. Administrative Authorities of the Cluster Head

1. Approval of appointments/resignations of temporary, casual and contractual appointments of employees below the rank of Division Chief or its equivalent, except for accountable officers and employees within the cluster, all in accordance with approved staffing pattern and plantilla and after authority to fill (in case of appointment to plantilla item) has been secured from, and approved, by the authority concerned.
2. Approval of transfers/details of personnel below the rank of Division Chief or its equivalent within the cluster. In cases of intercluster transfers/details the same shall be done in consultation with the Project Director/Project Manager concerned and subject to approval of the Undersecretary for PMOs.
3. Approval of applications for vacation/sick leave of absence for a period not exceeding one year, as well as applications for maternity/terminal leave of absence including commutation thereof, of employees within the cluster below the rank of Division Chief or its equivalent.
4. Approval of request for authority to render overtime services of offices within the cluster whenever the exigency of the service requires in accordance with appropriate rules and regulations therefor.

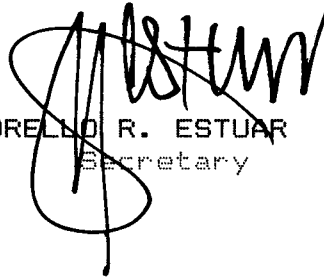
5. Issuance of local travel orders and approval of itineraries of travel of personnel within the cluster not exceeding 30 days.
6. Issuance of authority to personnel within the cluster, except heads of PMOs which should be approved by the Undersecretary for PMOs, to attend local conferences or seminars and non-degree training programs in accordance with appropriate rules and regulations therefor.
7. For PMOs operating outside of Metro Manila, approval of requisitions not exceeding P150,000.00 per RSE, invitations to bid, awards and purchase orders for office supplies and materials, equipment, spare parts and services as well as approval of vouchers and countersigning of checks for payment for the above items of expenditure, provided that the items are included in the approved procurement program and not covered by any existing ban, and provided further that the same be coursed thru Regional/District/City PBACs.
8. Approval of Certificates of Clearance of property and/or money accountability of personnel below the rank of Division Chief or its equivalent, except accountable officials.
9. Promulgate administrative issuances pertaining to the cluster. It is understood that all such issuances shall be consistent with existing policies, rules and regulations.

The administrative authorities herein delegated to the Project Directors may, when the exigency of the service demands, be re-delegated to Project Managers concerned, provided that such re-delegation shall be in writing and approved by the Undersecretary for PMOs.

It is understood that the delegation of these authorities shall not in any way prevent the Secretary or Undersecretary for PMO Operations to directly exercise the functions/actions herein delegated. Furthermore, the exercise of these delegated authorities should be done strictly in consonance with existing policies, rules and regulations of the Department.

These delegated authorities may be modified, expanded or withdrawn by the Secretary at any time as public interest so demands.

This order revokes all existing orders or portions thereof inconsistent herewith and shall take effect immediately.

  
FIORELLO R. ESTUAR  
Secretary

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