

Republic of the Philippines  
*Ministry of Natural Resources*  
OFFICE OF THE MINISTER

13 April 1982

Special Order  
No. 157  
Series of 1982

SUBJECT : Delegation of Authority to Ceferino P. Datuin  
Executive Officer to act on certain matters  
pertaining to Task Force Pawikan

Pursuant to the provisions of Administrative Code, as amended, applicable decrees, laws and executive orders, and in order to achieve greater efficiency and effectiveness in the execution of routine tasks, Mr. Ceferino P. Datuin, Executive Officer, is hereby authorized to perform the following duties and responsibilities:

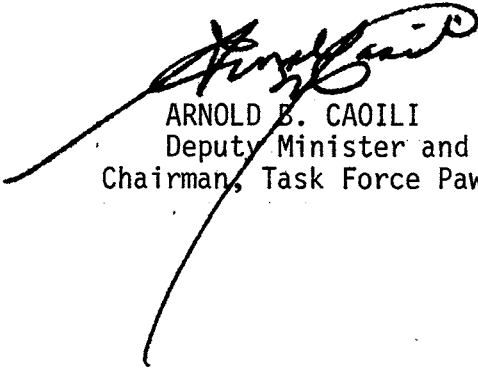
1. Implement development plans and programs for the Task Force Pawikan Conservation Project;
2. Exercise supervision and control over the Task Force Pawikan Staff as well as coordinate and supervise the personnel of various Bureaus and Agencies on detail with the Project;
3. Approve travel orders, itineraries of travel and all papers concerning travel for a period not exceeding fifteen (15) days for officials and employees;
4. Approve payroll and vouchers in payment of salaries and wages and other claims for compensation of officials, and employees of the project, provided their appointment and claims have been previously approved by the Chairman of the Task Force Pawikan Council;
5. Approve internal requests, recommend requisition and issue vouchers (RIVs) and purchase orders for supplies, materials and equipment for payment of the same for use exclusively of the Task Force Pawikan in the amount of not more than ~~P~~10,000.00 subject to existing policies, rules and regulations and such restriction as may imposed by the Minister or by higher authorities;

₱10,000

6. Approve applications for leave of absence with or without commutation as well as maternity leave and leave with or without pay, for a period not exceeding three (3) months;
7. Recommend the appointment of necessary personnel and designate the field personnel who will manage day to day activities in the sites of operations;
8. Institute disciplinary action, recommend severance or dismissal, and act on resignation and retirement of all officials and employees of the project for the approval of the appointing authority or his designated representative; and
9. Sign clearance of permanent, contractual and casual employees of the project.

A report shall be submitted to the undersigned by the Executive Officer, in the exercise of this delegated authority, every 30th day of each month. Each report shall summarize the major activities, progress and problems of the Project incorporating appropriate action and recommendations which require the attention of the undersigned.

This Order shall take effect immediately.



ARNOLD B. CAOLI  
Deputy Minister and  
Chairman, Task Force Pawikan