



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

March 3, 1983

Special Order
No. 87
Series of 1983

SUBJECT : Delegation of Authority to Geronimo P. Reyes,
Executive Director 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. Geronimo P. Reyes, Executive Director, 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. Recommend approval of travel orders, itineraries of travel and all papers concerning travel for a period not exceeding twenty five (25) days for officials and employees or if necessary, recommend the detail of TFP personnel in the sites of operation permanently with appropriate travel requirements not exceeding thirty (30) days (per diems, etc.);
4. Recommend approval of 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. Recommend approval of internal requests, 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 ₱10,000.00 subject to existing policies, rules and regulations.
6. Hold cash advance of ₱10,000 as Special Disbursing Officer chargeable against TFP funds to defray expenses for the operations of the TFP to include emergency purchase of supplies and materials, communication services, representation and other miscellaneous expenses pursuant to Sec. 89 of P.D. 1445; As such, you are required to liquidate the cash advance as soon as expenses are incurred and in accordance with existing rules and regulations.



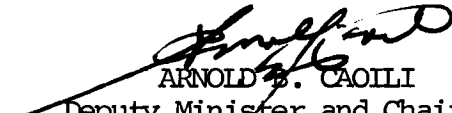
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7. Recommend the appointment of necessary personnel and designate the field personnel who will manage day to day activities in the sites of operations;
8. Institute disciplinary action, recommend severance or dismissal, and act on resignation and retirement 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 Director, in the exercise of this delegated authority every quarter. 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 and revokes all previous orders inconsistent herewith.


ARNOLD S. CAOLI
Deputy Minister and Chairman
Task Force Pawikan Council