



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

SPECIAL ORDER)
NO. 158):
Series of 1993)

FEB 09 1993

SUBJECT : Administrative arrangements for the operation of the DENR National Training Center in Carranglan, Nueva Ecija

Pursuant to Memorandum Order No. 26, dated October 28, 1992, and to efficiently and effectively operate the National Training Center in Carranglan, Nueva Ecija (hereinafter referred to as the Center), the following administrative arrangements shall be instituted:

- (1) The Office of the Assistant Secretary for Management Services, through the Human Resource Development Service (HRDS), shall maintain general supervision and control over the Center;
- (2) The PENRO, Nueva Ecija, shall administer the financial operations of the Center, including personal services, subject to the provisions of DENR Administrative Order Nos. 38 and 38A, Series of 1990 and DENR Administrative Order No. 44, dated September 24, 1992;
- (3) All transactions beyond the authority of the PENRO, as provided for in the above-cited Administrative Orders, shall be forwarded to the Central Office, through HRDS, for approval;
- (4) The Center Director shall exercise the following delegated authorities:
 - (a) Approval of Travel Order and Itinerary of Travel and Disbursement Voucher of Center personnel for a period not exceeding 15 days;
 - (b) Approval of cash advance for non-personal services covering amounts not exceeding fifty thousand pesos (P50,000);
 - (c) Approval of RIVs and Purchase/ Letter Orders/ Disbursement Vouchers for purchasing necessary supplies and materials and approval of contracts for non-personal services covering amounts not exceeding fifty thousand pesos (P50,000), provided that no splitting of requisitions, purchases/services shall be made;

(For the foregoing delegated authorities, the Deputy Center Director, or in his absence, the Administrative Officer, shall recommend approval)


- (d) Recommend contracts for services of civil works to be implemented by administration/force account, for approval of the PENRO or the Central Office, depending on the amount, provided that no splitting of contracts/services shall be made;
- (e) Recommend disbursement vouchers in excess of P50,000 for non-personal services, and other fixed expenditures for approval of the PENRO or the Central Office, depending on the amount; and
- (f) Countersigning of checks issued by the Special Disbursing Officer in payment of the Center's expenses.

The exercise of the above delegated authorities shall in all cases be subject to the monthly/quarterly/annual Work and Financial Plans, Travel Plan and Procurement Plan approved by the Secretary or his duly authorized representative and to national/agency policies, laws, rules and regulations pertinent thereto.

This Order shall take effect immediately.


ANGEL C. ALCALA
Secretary

Recommending Approval:


MANUEL E. GONZALEZ, JR.
Assistant Secretary for
Management Services