



Republic of the Philippines
Department of Environment and Natural Resources
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DEC 17 2002

DENR SPECIAL ORDER

NO. 2002- 1141

SUBJECT: DESIGNATING SIGNATORIES FOR ADMINISTRATIVE, PERSONNEL AND FINANCIAL TRANSACTIONS IN THE DEPARTMENT PROPER

To ensure continuity of operations during the transition period, i.e., until regular signatories are designated by the Secretary and a new authority limits manual is adopted, the following shall be the delegation of authority to review, act on and approve administrative, personnel and financial transactions at the Department Proper:

TRANSACTIONS	RECOMMENDING APPROVAL/ SIGNATORY	APPROVAL/ SIGNATORY	REMARKS
Financial Matters			
ALOBS and LAA (Regardless of Funds)			
Amounts P50,000 and below		Chief, Budget Division	For foreign assisted projects, the respective Project Managers shall sign as recommending officers, in addition to those identified in Column 2 of this Table.
Amounts exceeding P50,000 up to P2 million	Chief, Budget Division	Director, Financial Management Service	
Amounts Exceeding P2 million	Director, Financial Management Service	Secretary	
FUNDING CHECK (Regardless of Funds)			
Amounts P50,000 and below	Cashier	Director, Administrative Service	
Amounts exceeding P50,000 up to P2 million	Cashier (after review by the Director, Administrative Service)	Director, Financial Management Service or in his absence, Director, Administrative Service	
Amount exceeding P2 million	Cashier	Secretary (after review by the Director, Financial Management Service)	

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TRANSACTIONS	RECOMMENDING APPROVAL/ SIGNATORY	APPROVAL/ SIGNATORY	REMARKS
GENERAL VOUCHERS AND PURCHASE ORDERS (Regardless of Funds)			
Amounts not exceeding P100,000	Head of Office where voucher emanates from	Director, Administrative Service	For foreign assisted projects, the respective Project Managers shall sign as recommending officers, in addition to those identified in Column 2 of this Table
Amounts exceeding P100,000	Head of Office where voucher emanates from	Secretary (after the review by the Directors of the Financial Management Service and the Administrative Service, in that order)	
Personnel Matters			
LOCAL TRAVEL ORDERS			
Travel Orders of staff in HEA's and Secretary's Offices		Secretary	Copy of each approved Travel Order shall be submitted to the Director of the Administrative Service within 2 calendar days from approval. The Director of Administrative Service shall summarize all approved travel orders at the end of each week and submit the summary report to the Head Executive Assistant.
All other travel orders not exceeding 7 calendar days	Chief of Division or office or Manager of the Project where the staff actually belongs	Head of Service or Office	
All other travel orders exceeding 7 calendar days up to 29 calendar days	Chief of Division or Manager of Project where the staff belongs and Head of Service or Office	Secretary	
Vouchers, Time Cards/ Sheets and Other Similar Documents Pertaining to casuals, contractuels and contracted staff at the HEA's and Secretary's Offices.		Ms. Emelita Aguinaldo	



This Order takes effect December 16, 2002 and modifies existing delegation of authority. Other transactions shall be covered by separate special order, if deemed necessary to ensure continuity of operations.


ELISEA (BEBET) G. GOZUN *ML*
Secretary