

Republic of the Philippines
Department of Environment and Natural Resources
 Visayas Avenue, Diliman, 1104 Quezon City
 ☎ (632) 929-6626 to 29, (632) 929-6252; 929-6620; 929-6633 to 35
 E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

FEB 17 2022

SPECIAL ORDER
 No. 2022- 85

**SUBJECT: AUTHORIZING THE SIGNATORIES OF BUDGETARY DOCUMENTS
 IN THE BUDGET DIVISION, DENR - CENTRAL OFFICE**

In the interest of the service and in order to ensure the smooth flow of operations in the Budget Division, the following are the authorized signatories of budgetary documents within the limit of their scope of authority, to wit:

Budgetary Documents	Authorized Signatories	Scope of Authority
Obligation Request and Status (ORS), Notice of Obligation Request and Status Adjustment (NORSA), Certificate of Availability of Funds (CAF), Project Procurement Management Plan (PPMP), Advice for Use of Personnel Services Allotment (APSA), and Modification Advice Form (MAF)	Administrative Officer IV	Up to Ten Thousand Pesos Only (₱ 10,000)
	Administrative Officer V/ Designated Section Chief	Up to Two Hundred Thousand Pesos Only (₱ 200,000)
	Assistant Division Chief/ Designated Assistant Division Chief	Up to Two Million Pesos Only (₱ 2,000,000)
	Chief, Budget Division/ Designated In-Charge, Budget Division	No limit

The Assistant Budget Division Chief, in the absence of the Chief, Budget Division shall automatically assume the duties and responsibilities, except personnel movement.

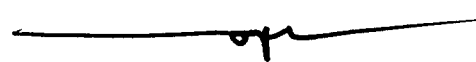
In the absence of the Assistant Division Chief, the Section Chiefs shall act as OIC, Assistant Division Chief on a rotational basis, as follows:

Budget Division Sections	Monthly Schedule
Support Services	1 st – 5 th day
Regular Programs	6 th – 10 th day
Foreign Assisted & Locally Funded Projects and Special Programs	11 th – 15 th day
Line Bureaus, Attached Agencies and Personnel Services Benefits	16 th – 20 th day
Consolidation and Report Compliance	21 st – 25 th day
Regional Operations and Staff Bureaus	26 th – 31 st day

The personnel that may be designated in any of the levels described above are authorized to sign within the limit of the scope of authority as herein provided.

All other budgetary documents not included in this Order shall continue to be signed by the Chief, Budget Division/In-Charge, Budget Division.

This Order shall take effect immediately and shall remain in force unless revoked in writing.


ROY A. CIMATU
 Secretary

