

DENR ADMINISTRATIVE ORDER
NO. 116

SUBJECT: Delegation of Authority Related to ADB and OECF Assisted Forestry Sector Program.

Pursuant to DENR MEMORANDUM CIRCULAR NUMBER 23, Series of 1989, DENR Administrative Order No. 17, Series of 1988 is hereby amended in order to effectively implement the Central Office operation of the National Forestation Program (NFP) to be coordinated by the Special Concerns Office and the National Project Coordinating Office (NPCO). The following functions are hereby delegated to the respective officials concerned:

Specific Functions Administrative/Financial Matters	PERFORMING OFFICIALS	
	RECOMMENDING APPROVAL	APPROVING OFFICIALS
A. Designation, reassignment or removal of personnel detailed to the Project below the rank of Asst. Project Coordinator	Nat'l. Proj. Coord. Office (NPCO) Project Coordinator or Assistant Coordinator and Adm. Service Chief	SCO Director
B. Appointment or removal of Contractual/Casual Personnel (subject to prior clearance from Office of the Secretary)	Coordinator or Assistant Project Coordinator and Adm. Service Chief	SCO Director
C. Approval of Work & Financial Plan, Procurement Plan, Travel Plan including revisions/realignment thereof		
c.1 Annual Plan	NPCO Project Coordinator or Assistant Project Coordinator and Dept. Budget Officer	ASEC for FASPO or USEC for PPPMO or SCO Director
c.2 Monthly/Quarterly Plan	NPCO Project Coordinator and Dept. Budget Officer	SCO Director

D.	Participation/nomination of project personnel in local seminars, in service training, workshop Conference Scholarship, etc.	NPCO Project Coordinator or Assistant Project Coordinator and HRD Service Chief	SCO Director
	Allocation/use of Project Based equipment & vehicle	NPCO Project Coordinator SCO Director	USEC Field Operations or Secretary
F.	Authority to enter into Contract Reforestation & other NFP related Contracts of		
	– not more than P2 M	NPCO Project Coordinator or Assistant Project Coordinator	ASEC for Mgmt. Services or SCO Director
	– more than P2 M but not exceeding P10 M	SCO Director	2 USECS and Secretary
	– more than P10 M	Secretary	President

The herein delegated authority applies to contracts awarded through bidding. According to Sec. 2 of E.O. 301, negotiated contracts involving P2 M up to P10 M shall be signed by the Secretary and two other Undersecretaries.

G. Financial Matters

I. Request for obligation of allotment and voucher for Payment

– not more than P1 M	NPCO Project Coordinator or Assistant Project Coordinator	ASEC for Mgmt. Services or SCO Director
– not more than P2 M	ASEC for Mgmt. Services or SCO Director	USEC for PPPMO or USEC for Field Operations
– more than P2 M	USEC for PPPMO or USEC for Field Operations	Secretary

II. Signing & Countersigning of Checks

– not more than P1 M

ASEC for Mgmt.
Services or SCO
Director

– not more than P2 M

USEC for PPPMO or
USEC for Field
Operations

– more than P2 M

Secretary

The ASEC for FASPO and USEC for PPPMO will still coordinate with the concerned funding institutions in coordination with the NPCO Program Coordination and SCO Director in-charge of the Program.

This Order shall take effect immediately and repeals/supersedes or revokes any orders or issuance inconsistent herewith.

FULGENCIO S. FACTORAN, JR.
Secretary

Signed on November 20, 1989