

Memorandum Order
No. 05
May 05, 1993

**SUBJECT : Delegation of Authority Regarding
Implementation of DENR Foreign-Assisted
Projects (FAPs)**

In the interest of promoting efficiency, effectiveness and economy in the implementation of DENR Foreign-Assisted Projects (FAPs), and pursuant to existing laws, the following functions are hereby delegated to the respective Officials concerned:

SPECIFIC FUNCTIONS	PERFORMING OFFICIALS
---------------------------	-----------------------------

**I. CENTRAL-BASED FAPs
FINANCIAL MATTERS**

- | | | |
|---|--------------------------------------|---------------------------|
| 1. Approval of Local Travels | | |
| a. Travels not exceeding 10 days | Unit Heads concerned | APM/DPD |
| b. Travels more than 10 days but not exceeding 15 days | APM/DPD | PM/PD/
PCMS Dir. |
| c. Travels exceeding 15 days but not more than 30 days | PM/PD | PCMS Dir. |
| d. Travels exceeding 30 days but not more than 3 mos. | PCMS Dir.,
ASEC/USEC
concerned | Secretary |
| e. Approval of PAL Travel Orders | PM/PD | ASEC for
Mgt. Services |
| 2. Approval and signing of all kinds of contracts including subscription to periodicals | | |

-	not exceeding P/ 100,000	APM/DPD	PM/PD
-	more than P/100,000 but not exceeding P/ 200,000	PM/PD Chief, PAMD	PCMS Dir.
-	more than P/ 200,000 but not more done P/ Million	PCMS Dir.	ASEC for Mgt.
-	more than P/ 1 Million but not more than P/ 2 Million	ASEC for Mgt.	USEC for E & R
-	more than P/ 2 Million	USEC for E & R	Secretary

3. Requisition & Issue Voucher and Purchase Order

-	not exceeding P/ 100,000	APM/DPD	PM/PD
-	more than P/ 100,000	PM/PD	PCMS Dir.
-	more than P/ 200,000 but not more than P/ 1 Million	PCMS Director	ASEC for Mgt.
-	more than P/ 1 Million but not more than P/ 2 Million	ASEC for Mgt.	USEC for E & R
-	more than P/ 2 Million	USEC for E&R	Secretary

- | | | | |
|----|---|-------------------|------------------------------|
| 4. | Disbursement Voucher for Cash Advance for salaries, wages, claims for compensation of employees and payment for other fixed expenditures regardless of amount | Adm. Dir. | ASEC for Mgt./USEC for E & R |
| 5. | | | |
| | Disbursement Voucher for payment of purchases, utilities, rentals subscriptions, contract of services and other non-fixed expenditures | | |
| - | not exceeding P/100,000 | APM/DPD | PM/PD |
| - | more than P 100,000 but not exceeding P/ 200,000 | PM/PD Chief, PAMD | PCMS Dir. |
| - | more than P/ 200,000 but not more than P/ 1 Million | PCMS Director | ASEC for Mgt. |
| - | more than P/ 1 Million but not more than P/ 2 Million | ASEC for Mgt. | USEC for E & R |
| - | more than P/ 2 Million | USEC for E&R | Secretary |
| 6. | | | |
| | Request for Obligation of Allotment (ROA) (An ROA shall be initialled by the Department Budget Officer) | | |
| - | not exceeding P/100,000 | APM/DPD | PM/PD |
| - | more than P 100,000 | PM/PD Chief, PAMD | PCMS Dir. |

- but not exceeding
P/ 200,000
- more than
P/ 200,000
but not more
than P/ 1 Million PCMS
Director ASEC for
Mgt.
- more than
P/ 1 Million but
not more than
P/ 2 Million ASEC for
Mgt. USEC for
E & R
- more than P/ 2
Million USEC for
E&R Secretary

7. Signing and Counter-signing of checks

- not exceeding
P/300,000 Adm. Director FMS Service
Director
- more than
P 300,000
but not exceeding
P/ 1 Million Adm. Director ASEC for
FMS Director Mgt./USEC
for E & R
- more than
P/ 1 Million but
not more than
P/ 2 Million ASEC for
Mgt./ASEC USEC for
for Planning E & R/USEC
for PPNR
- more than P/ 2
Million USEC for E&R Secretary
USEC for PPNR

ADMINISTRATIVE/PERSONNEL MATTERS

- 1. Hiring, removal &
appointment of
emergency/contrac-
tual personnel and
renewal of appointment
of emergency/contrac-
- APM/DPD PM/PD/
Chief, PAMD PCMS Dir.

tual personnel

- | | | | |
|----|--|---|---------------------|
| 2. | Participation/nomination of project personnel in local seminars, in-service training, workshop, conference, scholarship etc. | APM/DPD/
Chief, PAMD | PD/PM/
PCMS Dir. |
| 3. | Foreign Travels
(Project-related) | PM/PD/ASEC/
USEC thru
Scholarship
Com. | Secretary |
| 4. | Allocation/Use of
Project-based
equipment and
vehicle except
leased equipment/
vehicle | PM/PD
PCMS Dir. | ASEC for
Mgt. |
| 5. | Turnover of
Project assets for
disposition/sale
or lease | PM/PD
PCMS Dir. | ASEC for
Mgt. |

OPERATION/TECHNICAL MATTERS

- | | | | |
|----|--|----------------------|--------------------|
| 1. | Approval of Plans, Designs/Specifications and Cost Estimates for Civil Works and Equipment | | |
| | - not exceeding
P/ 300,000 | APM/DPD | PM/PD |
| | - more than
P/ 300,000
but not exceeding
P/ 500,000 | PM/PD/
PAMD Chief | PCMS
Director |
| | - more than
P/ 500,000 | PCMS
Director | ASEC for
E & R. |

2. **Change Orders/Extra Work Orders On Civil Works**

-	not exceeding P/300,00	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD PAMD Chief	PCMS Dir
-	more than P/ 500,000 but not more than P/ 1 Million	PCMS Dir	ASEC for Mgt.
-	more than P/ 1 Million but not more than P/ 2 Million	ASEC for Mgt.	USEC for E & R
-	more than P/ 2 Million	USEC for E & R	Secretary

3. **Cancellation and/or termination of on-going contracts and prosecution thereof in coordination with the Legal Service for damages arising from breach of the same**

-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD/ PAMD Chief	PCMS Director
-	more than P/ 500,000 but not more than P/ 1 Million	PCMS Director	ASEC for Mgt.
-	more than P/ 1	ASEC for	USEC for

	Million but not more than P/ 2 Million	Mgt.	E & R
	more than P/ 2 Million	USEC for E & R	Secretary
4.	Approval of Work and Financial Plan, Procurement Plan, Travel Plan including revisions/realignment thereof	Chief, PAMD/ PCMS Director	USEC for E & R
5.	Memorandum of Understanding/Agreements with other agencies/institutions/organizations, public or private, for joint undertaking of project activities	PCMS Dir.	USEC for E & R
6.	Extension/Termination of Project Implementation	USEC for E & R	Secretary

II. FIELD AND BUREAU-BASED FAPS

FINANCIAL MATTERS

1.	Approval of Local Travels		
a.	Travels not exceeding 15 days	APM/DPD	PM/PD
b.	Travels exceeding 15 days but not more than 30 days	PM/PD	PENRO
c.	Travels exceeding 30 days but not	RED/Bureau Director	Secretary

more than 3 mos.

2. Approval and Signing of all kinds of contracts including subscription of periodicals

-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
-	more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/ Bureau Director
-	more than P/ 2 Million but not more than P/ 5 Millio.	PCMS Dir.	USEC for E & R
-	more than P/5 Million	USEC for E & R	Secretary

3. Requisition & Issue Voucher and Purchase Order

-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
-	more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/ Bureau Director
-	more than P/ 2	PCMS Dir.	USEC for

	Million but not more than P/ 5 Million		E & R
	- more than P/5 Million	USEC for E & R	Secretary
4.	Disbursement Voucher for Cash Advance for salaries, wages, claims for compensation of employees and pay- ment for fixed expen- ditures regardless of amount	Adm. Div. Chief PENRO/Region	PM/PD
5.	Disbursement Voucher for payment of purchases, utilities, rentals subscriptions, contract of services and other non-fixed expenditures		
	- not exceeding P/ 300,000	APM/DPD	PM/PD
	- more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
	- more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/ Bureau Director
	- more than P/ 2 Million but not more than P/ 5 Million	PCMS Dir.	USEC for E & R
	- more than P/5 Million	USEC for E & R	Secretary
6.	Request for Obligation of Allotment (ROA)		

-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
-	more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/ Bureau Director
-	more than P/ 2 Million but not more than P/ 5 Million	PCMS Dir.	USEC for E & R
-	more than P/5 Million	USEC for E & R	Secretary

7. **Signing and Counter-signing of checks**

-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
-	more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/ Bureau Director
-	more than P/ 2 Million but not more than P/ 5 Million	PCMS Dir.	USEC for E & R
-	more than P/5	USEC for	Secretary

Million

E & R

ADMINISTRATIVE/PERSONNEL MATTERS

- | | | | |
|----|--|--|-----------|
| 1. | Hiring, removal & appointment of emergency/contractual personnel and renewal of appointment of emergency/contractual personnel | APM/DPD | PM/PD |
| 2. | Participation/nomination of project personnel in local seminars, in-service training, workshop, conference, scholarship etc. | APM/DPD | PD/PM |
| 3. | Foreign Travels (Project-related) | ASEC/
USEC concerned
thru
Scholarship
Com. | Secretary |

OPERATIONAL/TECHNICAL MATTERS

- | | | | |
|----|--|---------|------------------------|
| 1. | Approval of Plans, Designs/Specifications and Cost Estimates for Civil Works and Equipment and Change Orders/Extra Work Orders on Civil Works (based on principal contract amount) | | |
| - | not exceeding
P/ 300,000 | APM/DPD | PM/PD |
| - | more than
P/ 300,000
but not exceeding
P/ 500,000 | PM/PD/ | PENRO |
| - | more than
P/ 500,000 | PM/PD | RED/Bureau
Director |

	but not more than P/ 1 Million		
-	more than P/ 1 Million	Chief, PAMD/ PCMS Director	USEC for E & R
2.	Cancellation and/or termination of on-going contracts in coordination with the Regional Office/Central Office Legal Division/Service, and prosecution thereof for damages arising from breach of the same		
-	not exceeding P/ 300,000	APM/DPD	PM/PD
-	more than P/ 300,000 but not exceeding P/ 500,000	PM/PD	PENRO
-	more than P/ 500,000 but not more than P/ 2 Million	PM/PD	RED/Bureau Director
-	more than P/ 2 Million but not more than P/ 5 Million	PCMS Dir.	USEC for E & R
-	more than P/ 5 Million	USEC for E & R	Secretary
4.	Approval of Work and Financial Plan, Pro- curement Plan, Travel Plan including revi- sions/realignment thereof	Chief, PAMD/ PCMS Director	USEC for E & R
5.	Memorandum of Under- standing/Agreements with other agencies/ institutions/organiza-	USEC for E & R	Secretary

tions, public or private, for joint undertaking of project activities

- | | | | |
|----|---|-----------------|-----------|
| 6. | Extension/Termination of Project Implementation | USEC for E & R | Secretary |
| 7. | Issuance of individual Certificates of Stewardship Contracts, maps, and other supporting documents | | |
| | - for areas not more than 5 ha. | PM/PD | CENRO |
| | - for areas more than 5 ha. | PM/PS/
CENRO | PENRO |
| | - for areas more than 7 ha. to 12 ha. | PENRO | RED |
| 8. | Issuance of Communal RED/USEC/Community for Secretary Forest Stewardship Field Operations Agreement | | |

Bidding for civil works and procurement of goods and services involving amounts not more than P/ 2 Million shall be conducted by the concerned projects' PBAC in coordination with the Provincial and Regional Offices concerned provided prior clearance is obtained from FASPO. Furthermore, a representative from the same Office shall attend as member of the Bidding Committee. In addition, FASPO shall be furnished with copies of all plans, designs, and cost estimates (for civil works) and specifications and cost estimates (for equipment) duly approved by concerned officials for monitoring and evaluation purposes.

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

In cases of casual and contractual PMs/PDs of central-based projects, the delegated authorities on financial matters shall automatically be exercised by the Director of the Project Coordination and Management Service, FASPO.

The above-stated delegated authorities do not precludes any orders or special assignments given by the Secretary from time to time, including actions/communications concerning operations of Service/Office which neither violate Department policies or commit the Department to any undertaking not specified by law.

In discharging these delegated functions, the concerned official shall sign "By authority of the Secretary" as the case may be, above his name.

This Order shall take effect immediately and shall remain enforced until revoked in writing. All orders inconsistent herewith are hereby superseded.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG III
Undersecretary for
Environment and Research

RICARDO M. UMALI
Undersecretary for Natural
Resources Mgt. and Field
Operations

MANUEL E. GONZALES
Assistant Secretary for
Management Services