

**DENR Administrative Order**

**No. 96-32**

**October 21, 1996**

**SUBJECT : Delegation of Authorities/Functions to Officials Involved in the Implementation of the crocodile Farming Institute (CFI).**

**SPECIFIC FUNCTIONS PERFORMING OFFICIALS**

	<b>Recommending Officer</b>	<b>Approving Officer</b>
A. Designation or removal of Project Director (PD)/ Asst. Director (APD)	PAWB Director (D)	Secretary
B. Designation, re-assignment of personnel detailed in the Project below the rank of PD/APD	Project Director, CFI, thru PENRO	D
C. Appointment or removal of contractual/casual project personnel	PD thru PENRO	D
D. Approval of Work and Financial Plan, Travel Plan, Procurement Plan		

	including revisions/ realignment thereof	PD thru PENRO	D
E.	Travel Orders and Itineraries of Travel		
	E.1 Seven (7) days or less		
	e.1.1 Project Director	PENRO	D
	e.1.2 Project personnel	PD	PENRO
	E.2 More than seven (7) days		
	e.2.1 Project Director	D	Secretary or his authorized representative
	e.2.2 Project personnel	D	Secretary or his authorized representative
F.	Approval of Cash Advances for payments of project expenses		
	f.1 amounts not exceeding P200,000.00	PD	PENRO
	f.2 above P200,000.00 but not exceeding P300,000.00	PENRO	D

f.3	above P300,000.00 but not exceeding P500,000.00	D thru ASEC for Mgt. & Int'l Environ- mental Affairs	USEC for Env. & Programs Dev.
f.4	above P500,000.00	USEC for EPD	Secretary

G. RIV's and purchase/letter orders for office, nursery, agricultural, animal, supplies and materials including contracts for non-personal services, provided that no splitting of requisitions, purchases/services shall be made

g.1	amounts not exceeding P200,000.00	PD	PENRO
g.2	above P200,000.00 but not exceeding P300,000.00	PENRO	D
g.3	above P300,000.00 but not exceeding P500,000.00	D	UEPD
g.4	above P500,000.00	UEPD	Secretary

H. ROA and Disbursement Vouchers for payment of project expenses

h.1	not exceeding P200,000.00	PD	PENRO
h.2	above P200,000.00 but not exceeding P300,000.00	PENRO	D

h.3 above P300,000.00 but not exceeding P500,000.00 D UEPD

h.4 above P500,000.00 UEPD Secretary

I. Signing of checks

i.1 amount not exceeding P200,000.00 PD Admin. Officer, PENRO

i.2 above P200,000.00 but not exceeding P300,000.00 PENRO D

i.3 above P300,000.00 but not exceeding P500,000.00 D UEPD

i.4 above P500,000.00 UEPD Secretary

J. Contract for Civil Works awarded thru local/international competitive bidding

j.1 not more than P200,000.00 PD PENRO

j.2 more than P200,000.00 but not exceeding P300,000.00 PENRO D

j.3 more P300,000.00 but not exceeding P500,000.00 D UEPD

j.4 above P500,000.00 UEPD Secretary

K.	Plans, designs/Specifications and Cost Estimates for Civil Works and Equipment			
	k.1 not exceeding P200,000.00	PD	PENRO	
	k.2 more than P200,000.00 but not exceeding P300,000.00	PENRO	D	
	k.3 more than P300,000.00 but not exceeding P500,000.00	D	UEPD	
	k.4 more than P500,000.00	UEPD	Secretary	
L.	Approval of authority including Awarding of contract for Civil Works to be implemented by administration/force account			
	l.1 not exceeding P200,000.00	PD	PENRO	
	l.2 more than P200,000.00 but not exceeding P300,000.00	PENRO	D	
	l.3 more than P300,000.00 but not exceeding P500,000.00	D	UEPD	
	l.4 more than P500,000.00	UEPD	Secretary	

M. Change Orders/Extra Work Orders  
on Civil Works

m.1	not exceeding P200,000.00	PD	PENRO
m.2	more than P200,000.00 but not exceeding P300,000.00	PENRO	D
m.3	more than P300,000.00 but not exceeding P500,000.00	D	UEPD
m.4	more than P500,000.00	UEPD	Secretary

N. Cancellation and/or termination of  
on-going contracts and prosecution  
thereof for damages arising from  
breach of the same

n.1	not exceeding P200,000.00	PD	PENRO
n.2	more than P200,000.00 but not exceeding P300,000.00	PENRO	D
n.3	more than P300,000.00 but not exceeding P500,000.00	D	UEPD
n.4	more than P500,000.00	UEPD	Secretary

- O. Participation/Nomination of Project personnel in local seminars, in-service trainings, workshops, conferences, etc.
  - o.1 within the province PD PENRO
  - o.2 within Region IV PENRO D
  - o.3 National (and other Regions) D UEPD
- P. Foreign Travels (Project-related) UEPD Secretary

The PAWB Director, PENRO-Puerto Princesa City and other Offices/units concerned are hereby directed to carry out effectively and efficiently the above-delegated authorities.

This Order shall take effect immediately and supersede all Orders inconsistent herewith.

**VICTOR O. RAMOS**  
Secretary