

**DENR Administrative Order
No. 98 - 65
October 21, 1998**

**SUBJECT : Amendment to DAO 98-24 Entitled
“Manual of Approvals”.**

In the interest of the service and to further simplify and facilitate transactions and functions regarding administrative and financial matters at the Central Office, Sections II, III, IV, V and VI of the Manual of Approvals under DAO No. 98-24 are hereby amended as follows:

1. Section II - ADMINISTRATIVE (page 18 & 20)

1.1 Training/Scholarship Grants (Foreign) - The recommending official shall only be the Asec for Management Services and the Chair, Scholarship Committee.

1.2 Local Travels

The approving official on all official local travels for thirty (30) days and above shall be the President of the Philippines or official duly authorized by him.

The approving official for local travels that will last for more than seven (7) calendar days but not more than one (1) calendar month is the Assistant Secretary for Management Services. For local travel within seven (7) calendar days and below, the Head of Office (Director - up concerned) shall be the approving official.

2. Section III - FINANCE (page 31, 36 and 40)

2.1 Letter of Advice of Allotment (LAA/Sub-General Allotment Release Order (Sub-GARO)/Sub-Special Allotment Release Order (Sub-SARO))

Transfer of Funds through LAA/Sub-GARO/Sub-SARO from the CO to regions, PENROs and other offices - The recommending official under Foreign Assisted Programs (FAPs) and Other with the Limit of Authority of Up to P5.0 M shall be the Director, FMS instead of Asec for Management Services.

2.2 Salaries and Other Benefits

Central Office - The recommending official shall be the Chief, Personnel Division instead of the HRM Director, while the approving authority shall either be the Director of HRMS/Asec for Management Services for all documents pertaining to salaries and other benefits.

2.3 Disbursement Voucher (Fund 102)

The limits of authority and recommending/approving authorities of disbursement vouchers under FAPs and Others shall be the same with Fund 101.

3. Section IV - MATERIALS MANAGEMENT (page 54)

3.1 Purchase Order (PO)

Under Fund 101, the recommending and approving officials are as follows:

LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
- Up to P0.5 M	Head of Office (Director - up concerned)	Director, Admin, Service
- Up to P5.0 M	Director, Admin. Service	Asec for Mgt. Services
- Up to P10.0 M	Asec for Mgt. Services	Concerned Usec
- Above 10.0 M	Concerned Usec	Secretary

Under FAPS and Others, the Recommending and approving officials are as follows:

LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
- Up to P0.5 M	Program/Project Director	FAPs Director
- Up to P5.0 M	FAPs Director	Asec for Mgt. Services
- Up to P10.0 M	Asec for Mgt. Services	Concerned Usec
- Above 10.0 M	Concerned Usec	Secretary

3.2 Requisition Issue Voucher (RIV) - Central Office

Under Fund 101, the recommending and approving officials are as follows:

LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
- Up to P0.5 M	Requisitioning Officer	Director, Admin. Service
- Up to P5.0 M	Director, Admin. Service	Asec for Mgt. Services
- Up to P10.0 M	Asec for Mgt. Services	Concerned Usec
- Above 10.0 M	Concerned Usec	Secretary

Under FAPs and Others, the recommending and approving officials are as follows:

LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
- Up to P0.5 M	Requisitioning Officer	FAPs Director
- Up to P5.0 M	FAPs Director	Asec for Mgt. Services
- Up to P10.0 M	Asec for Mgt. Services	Concerned Usec
- Above 10.0 M	Concerned Usec	Secretary

4. SECTION V - INFRASTRUCTURE CONTRACTS (page 59)

Engineering Matters - Replace Director, FMS to Director, Admin. Service as approving official.

5. SECTION VI - NON-INFRASTRUCTURE CONTRACTS (page 68 & 69)

For Janitorial/Security/Utility Contracts and Fuel and Fuel Related Supply Contracts - Replace Directors, FMS to Director, Admin. Service.

This Order take effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary