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MANUAL OF APPROVALS


SUBJECT: GENERAL PROVISIONS	SECTION I
TOPIC: PURPOSE	Page 1 of 123
<p>The purpose of this Manual is to define the limits of authority at various levels of management from the Secretary to the lowest levels of supervision. All other authorities not included in this Manual remain with the Secretary unless otherwise delegated.</p> <p>However, the exercise of authority, even if delegated, shall remain the prerogative of the Secretary.</p> 	

MANUAL OF APPROVALS


SUBJECT: GENERAL PROVISIONS	SECTION I
TOPIC: DEFINITION OF APPROVAL	Page 2 of 123
<p>The action of approving authorities indicated in this Manual implies that all necessary review and recommendatory actions have been completed. In cases where further approval of higher authorities and agencies external to the Department is necessary, the signature of the approving authorities listed in the Manual should not be taken to mean final approval.</p>	



MANUAL OF APPROVALS

SUBJECT: GENERAL PROVISIONS	SECTION I
TOPIC: DELEGATED AUTHORITY	Page 3 of 123
<p>Delegated authority set forth in this Manual cannot be further delegated without prior approval of the Secretary or the President of the Philippines in cases where authority is delegated to the Secretary.</p> <p>The authority pertains to the position rather than the person and is consistent with the approved structure of the organization. In the absence of the authorized incumbent, authority passes to his/her authorized replacement. In the absence of an authorized replacement, authority reverts to the immediate supervisor.</p> <p>Authority granted to each position is limited to transactions within its areas of responsibility, consistent with department policies and government rules and regulations.</p> <p>Where the Relevant Issuances or the Legal Bases are not indicated, it is understood that the administrative order accompanying this Manual of Approval serves as such.</p> 	


MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE	SECTION II
TOPIC: APPOINTMENTS	Page 4 of 123
<p>The SELECTION BOARD, as defined under the CSC MC No. 18, Series of 1988, shall be composed of Officials responsible for Personnel Management, representative of Management, a representative of organization unit where the vacancy is, and representatives of the rank and file in "first and second level" personnel category.</p>	
<p>SPECIAL SELECTION BOARD shall be composed of the Regional Executive Director, Regional Director and Assistant Regional Director and all RTDs in the regions and the Bureau Director, Assistant Director and Division Chiefs in the Bureaus where such body deliberate on vacancies of positions of Division Chief, CENRO, PENRO subject to final evaluation in the Central Office.</p>	
<p>Personnel category are divided into:</p> <ol style="list-style-type: none">1. First Level - Salary Grade 1-102. Second Level - Salary Grade 11-24/253. Third Level - Presidential Appointee 	

MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE	SECTION II	
TOPIC: APPOINTMENTS	Page 5 of 123	
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Third Level or Presidential Appointees	Secretary	President
2. PENRO, CENRO, Division Chiefs & up	Chair, Selection Board	Secretary
1. Below Division Chiefs - Central Office	Chair, Selection Board	ASEC, Mgt. Services
- Bureau	Chair, Selection Board	Bureau Director
- Regional Office PENRO/ CENRO Personnel	Chair, Selection Board	RED/RD
4. Casual/ Contractual Employees		
-Charged to Regular Fund Central Office	Division Chief/Head of Office concerned	ASEC, Mgt. Services
Bureau	Division Chief concerned	Bureau Director
Regional Office	RTD/RD concerned	RED, RD
PENRO/CENRO Personnel	Specialist/CENRO	PENRO
- Charged to FAPs Central Office	FASPO Director concerned	ASEC, Mgt. Services
Bureau/Region	Proj./Prog, Director	Bureau Dir./ RED/RD
PENRO/CENRO Personnel	Proj./Prog. Director	PENRO

MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE	SECTION II
TOPIC: DISCIPLINARY ACTIONS	Page 6 of 123
<p>The general rule in the law on Public Officers is that the power to appoint carries with it the power to remove. The Civil Service Laws, rules and regulations governs administrative proceeding including imposition of penalties.</p> <p>COMMITTEE ON PERSONNEL DISCIPLINE was created under DENR Memorandum Order No. 23, Series of 1994, chaired by the Assistant Secretary for Management Services in the Central Office. The Bureau Directors shall create a Committee to be headed by either the Assistant Director or the Chief, Legal Division. In the Regions, the Appointing authority concerned, shall designate the head of the committee/Hearing Officer.</p> <p>In the regions or bureaus, the Committee/Hearing Officer shall have jurisdiction over their first level personnel including casual employees. The Committee or Hearing Officer shall only serve as the arm of the Disciplining Authority and shall submit their recommendation only after the personnel charge of an offense shall have been given opportunity to be heard in accordance with the Civil Service Law.</p> <p>All Orders or decisions on disciplinary actions shall be signed by the Appointing Authority concerned .</p> <p>Orders for the imposition of penalties shall be signed by the Disciplining/Appointing Authority upon the recommendation of the Committee or Hearing Officer concerned.</p> 	

MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: PREVENTIVE SUSPENSION		Page 7 of 123	
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	
<p>Imposition of preventive suspension against</p> <ul style="list-style-type: none"> - All Central Office Personnel, PENROs and CENROs - All Bureau Personnel - Regional, PENRO, CENRO Personnel 	<p>Concerned Asec/Usecs</p> <p>Concerned Committee/ Hearing Officer</p>	<p>Secretary</p> <p>Bureau Director</p> <p>RED/RD</p>	
<p>Preventive suspension of a civil service employee or officer can be ordered even without a hearing because such suspension is not a penalty but only a preliminary step in an administrative investigation. The purpose is to prevent the accused from using his position or office to influence prospective witnesses or tamper with the records which may be vital in the prosecution of the case against him. <i>Alonzo v. Capulong</i>, [G.R. No. 110590, May 10, 1995.]</p> <p>The proper disciplining authority may preventively suspend any subordinate officer or employee under his authority pending an investigation, if the charge against such officer or employee involves dishonesty, oppression or grave misconduct, or neglect in the performance of duty, or if there are reasons to believe that the respondent is guilty of charges which would warrant his removal from the service [Section 51, Executive Order No. 292 (1987)]</p>			

MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: DROPPING FROM THE ROLLS		Page 8 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Dropping from the rolls of officials/ employees - Central Office - Bureau - Region - PENRO/ CENRO	All officials/ employees except Presidential appointees	HRMS Director Administrative Chief Administrative Chief Administrative Chief	ASEC, Mgt. Services Bureau Director RED/RD RED
<ol style="list-style-type: none"> 1. Officers and employees who are absent for at least thirty (30) days without approved leave of absence are considered Absent Without Leave (AWOL) and shall be dropped from the service after due notice. However, when the exigencies of the service require his/her immediate presence and he/she fails/refuses to return to the service, the head of the office may drop him/her from the service even prior to the expiration of the thirty (30) day period above-stated. (Section 35, Book V of the E.O. 2102 and Omnibus Rules, CS Laws and Rules). 2. Dropping from the rolls is not considered disciplinary in nature. 			

MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II
TOPIC: RETIREMENTS		Page 9 of 123
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Retirement of personnel either optional or compulsory basis - Central Office - Bureau - Region, PENRO/ CENRO Personnel	HRMS Director Adm. Chief Adm. Chief	ASEC, Mgt. Services Bureau Director RED/RD
CONTROL POINTS: <ol style="list-style-type: none"> 1. Subject to the provisions of R.A. No. 8291, otherwise known as the Government Service Insurance System Act of 1997, revised the 20-year charter of the GSIS, P.D. No. 1148, R.A. No. 660 and R.A. 1616. 2. Compulsory retirement - is when one reaches the age of 65 years old when he/she retires. 3. Optional retirement - is when one has rendered at least 15 years of service and is at least 60 years of age at time of retirement. 		

MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II
TOPIC: RESIGNATIONS		Page 10 of 123
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Acceptance of Resignations of		
1. Presidential Appointees	Secretary	President of the Philippines
2. PENROs, CENROs	Concerned Usec	Secretary
3. Division Chiefs		
- Central Office	Concerned ASEC/ USEC	Secretary
- Bureau	Bureau Director	Concerned Usec
- Regional Office	RED/RD	Concerned Usec
4. Below Division Chiefs		
- Central Office	Director/Head of Office concerned	ASEC, Mgt. Services
- Bureau	Division Chief concerned RTD/ARD concerned/	Bureau Director
- Regional Office	Division Chief concerned Specialist/CENRO	RED/RD
- PENRO/ CENRO Personnel		PENRO

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MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II
TOPIC: REASSIGNMENTS		Page 11 of 123
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<ol style="list-style-type: none"> 1. Third Level or Presidential Appointees, PENRO/CENRO 2. Division Chiefs and Below <ul style="list-style-type: none"> - within Central Office - within Bureau - within Regional Office - within Attached Agencies - From Region to other Region or to Bureaus - From Bureaus to Region 	Concerned Head of Agency	Secretary ASEC, Mgt. Services Bureau Director RED/RD Head of Attached Agencies Concerned Usec/s Concerned Usecs

MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: DETAIL OF PERSONNEL		Page 12 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Detail of DENR personnel to another agency	All personnel except Third Level	Concerned Head of Agency	Secretary

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MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: LEAVES OF ABSENCE (WITH OR WITHOUT PAY)		Page 13 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Applications for leave of absence Exceeding one (1) year	(For all positions)	Concerned USEC/ ASEC, Mgt. Services RED/ Bureau Dir./ MGB Dir./ Head of Attached Agency	Secretary
Up to one (1) year	- RED/RTD/RD/ ARD - Central Office - Bureau - Region - PENRO/CENRO	Concerned USEC Director concerned Div. Chief concerned RTD/ARD concerned/ Div. Chief PENRO	Secretary ASEC, Mgt. Services Bureau Dir. RED/RD RED
Up to thirty (30) days	- Central Office - Bureau - Region - PENRO/CENRO personnel	Head of Office concerned Head of Office concerned RTD/ARD concerned CENRO/Specialist	Director HRMS Bureau Dir. RED/RD PENRO

MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: OFFICE CLEARANCES		Page 14 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Clearances of officials/ personnel separated from the service	Bureau Dir./ RED/ RTD/ RD/ PENRO/ CENRO/ Head of Attached Agency SCO and PAO, Div. Chiefs & up	Concerned USEC/ ASEC, Mgt. Services	Secretary
	Below Div. Chief Regular Fund - Central Office - Bureau - Region - PENRO - GENRO	Div. Chief/Head of Office concerned Div. Chief concerned RTD/ARD concerned/ Div. Chief concerned Specialist Specialist	ASEC Mgt. Services Bureau Dir. RED/RD PENRO CENRO

MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: PERMISSION TO EXERCISE A PROFESSION		Page 15 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Permission to exercise a profession outside of office hours	Central Office - Div. Chiefs & up - Below Div. Chief Bureau Regional Office PENRO/CENRO Personnel	ASEC, Mgt. Services Director/Head of Office concerned Div. Chief concerned RTD/ARD concerned/ Div. Chief concerned PENRO	Secretary ASEC, Mgt. Services Bureau Dir. RED/RD RED

MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: SALARY ADJUSTMENTS		Page 16 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Notices of : <ul style="list-style-type: none"> • Salary Adjustments • Merit Increases • Length of service step increments 	<ul style="list-style-type: none"> - Central Office - Bureau - Region - PENRO - GENRO 	<ul style="list-style-type: none"> Chief, Personnel Div./ Admin. Chief, Admin-Finance Admin. Officer Admin. Officer Admin. Officer 	<ul style="list-style-type: none"> ASEC, Mgt. Services Bureau Dir. RED/RD PENRO PENRO



MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: SEMINARS/WORKSHOPS (LOCAL)		Page 17 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Participation in local seminars, in-service trainings/ seminars workshops	Above Division Chiefs	Concerned USEC/ ASEC, Mgt. Services/ Bureau Dir./ Head of Attached Agency	Secretary
	Division Chief & below Regular Fund - Central Office - Bureau - Region - PENRO personnel - CENRO personnel FAPs - Central Office - Bureau/Region - PENRO/ CENRO personnel	Director/Head of Office concerned Div. Chief concerned RTD/ARD concerned/ Div. Chief Specialist CENRO FASPO Director concerned Proj./Prog. Director Proj./Prog. Director	ASEC, Mgt. Services Bureau Dir. RED/RD PENRO PENRO ASEC, Mgt. Services Bureau Director/ RED PENRO/ CENRO

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MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: TRAINING/SCHOLARSHIP GRANTS (FOREIGN)		Page 18 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Training/ Scholarship Grants	Foreign	Concerned USEC/ ASEC, Mgt. Services/ RED/ Bureau Dir./ Head of Attached Agency/ Scholarship Committee	Secretary
	Local - Central Office - Bureau - Region - PENRO/ CENRO personnel	Chair, Scholarship Committee Chair, Scholarship Committee Chair, Scholarship Committee Chair, Scholarship Committee	Secretary Concerned USEC Concerned USEC Concerned USEC

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MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE	SECTION II
TOPIC: TRAVELS	Page 19 of 123
<p>EXECUTIVE ORDER NO. 248 prescribed the rules and regulations on the new rates of allowances for Officials for local and foreign travels of government personnel. This Order is being implemented through Special Order No. 96-1059 delegating the authority to approve and sign official local travels that will last for more than seven (7) calendar days but not more than one (1) calendar month.</p>	

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MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II		
TOPIC: TRAVELS		Page 20 of 123		
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY	
1. Local Travels	Thirty (30) Days and above	Concerned USEC/ ASEC, Mgt. Services/ Head of Attached Agency/RED/ RD/ Bureau Director/ FASPO Director concerned	Secretary	
	Not exceeding thirty (30) days			
	- Central Office	Director/Head of Office concerned	Concerned USEC/ASEC	
	- Bureau	Division Chief concerned	Bureau Director	
	- Region	RTD/ARD concerned/ Division Chief concerned	RED	
	- PENRO	CENRO/Specialist	PENRO	
	- CENRO	Specialist	CENRO	
2. Foreign Travels				
	- Official	All personnel	Concerned USEC/ ASEC, Mgt. Services	Secretary
	- Personal	All personnel	Director/Head of Office concerned	ASEC Mgt. Services



MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: FOREIGN-ASSISTED PROJECTS (FAPS)		Page 21 of 123	
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY	
1. Extension/ Termination of Project Implementation or Cancellation of Portions of Loan Proceeds	FASPO Director concerned/ASEC for Mgt. Services	Concerned USEC	
2. Allocation/Use of project based equipment and vehicle except leased equipment/ vehicle	FASPO Director concerned/ASEC for Mgt. Services	Concerned USEC	
3. Turn-over of project assets disposition/sale/ lease	FAP/FASP Director concerned/ASEC for Mgt. Services	Concerned USEC	



MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE	SECTION II
TOPIC: MEMORANDA OF AGREEMENT/ UNDERSTANDING (MOA/U)	Page 22 of 123
<p>MOA or MOU, as used in this section, are those not involving disbursement of public funds. It refers to those agreement entered into with other government agencies, local government agencies and non government agencies on operational matters and allied services, e.g., creation of inter-agency task forces in pursuit of the DENR mandate. Those that involve expenditure of public funds should be construed as financial transaction and, as such, covered by existing auditing and accounting requirements, i.e. certification of availability of funds duly signed by the Chief Accountant of the contracting agency pursuant to LOI No. 968.</p>	




MANUAL OF APPROVALS

SUBJECT: ADMINISTRATIVE		SECTION II	
TOPIC: MEMORANDA OF AGREEMENT (MOA)		Page 23 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Signing of MOA/ MOU	<ul style="list-style-type: none"> - Central Office - Bureau - Region - PENRO - CENRO 	<ul style="list-style-type: none"> ASEC Mgt. Services/ USEC concerned : Div. Chief concerned RTD/ARD/ Div. Chief concerned CENRO/Specialist CENRO 	<ul style="list-style-type: none"> Secretary Bureau Director RED/RD PENRO PENRO



MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC: CASH ADVANCE	Page 24 of 123
<p>1. Regular Cash Advance</p> <p>Regular cash advances are those granted to cashiers, disbursing officers, paymasters, and/or property/supply officers separately for any of the following purposes:</p> <ul style="list-style-type: none">- Salaries and Wages- Commutable allowances- Honoraria and other similar payments to officials and employees- Petty operating expenses <p>2. Special Cash Advances</p> <p>Special cash advances are those granted on the explicit authority of the Head of Agency only to duly designated disbursing officers or employees for other legally authorized purposes, such as:</p> <ul style="list-style-type: none">- Confidential expenses- Expenditures for activities of the agency undertaken in the field where it is impractical to pay by check. <p>The Accountant shall obligate all cash advances granted.</p> 	

MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III	
TOPIC: CASH ADVANCE		Page 25 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Cash Advance	Without limit - Central Office - Bureau - Region - PENRO - CENRO - FAPs Central Office Bureau/Region PENRO/CENRO	Service Director-FMS Chief, Adm. & Fin. RTD concerned/ Support Div. Chief Specialist CENRO FASPO Director Concerned Proj./Prog. Director Proj./Prog. Director	ASEC - Mgt. Services Director/OIC RED/RD PENRO PENRO ASEC-Mgt. Services Bureau Director/RED/RD PENRO/CENRO

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MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION II
TOPIC: CHECKS	Page 26 of 123
<p>Checks are serially pre-numbered forms obtainable from the bank and used to withdraw cash from the agency checking account. They shall be kept in the custody of the disbursing officer. All disbursements shall be paid by check except those authorized to be paid out of Cash Advances.</p> <p>Normally, checks drawn against the agency checking account shall be signed by the regular disbursing officer and countersigned by the agency head or his/her authorized representatives. (Sec. 452, GAAM)</p>	

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MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III	
TOPIC : CHECKS		Page 27 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL (Signatory)	APPROVING AUTHORITY (Countersigning)
Signs checks	Central Office		
	- Up to P1 M	Cashier	Service Director FMS/Adm.
	- Up to P5.0 M	Cashier	ASEC-Mgt. Services
	- Up to P10. M	Cashier	Concerned USEC
	- Above P10. M	Cashier	Secretary

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MANUAL OF APPROVALS

SUBJECT: FINANCE			SECTION III
TOPIC : CHECKS			Page 28 of 123
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL (Signatory)	APPROVING AUTHORITY (Countersigning)
Signs Checks (continued)	Bureau	Bureau Cashier	Bureau Director
	Region	Cashier Regional Office	Regional Executive Director/RD
	PENRO	PENRO Cashier	PENRO
	CENRO	PENRO Cashier	PENRO
<p>NOTE: In the absence of the RED, the sectoral RTD's and/or Finance Chief may be authorized to countersign checks. The Finance Chief may also countersign checks for RD-MGB; while at the Bureau level, the Assistant Director and/or the Adm.-Finance Chief may also countersign checks in the absence of the Director. The designated OIC of PENRO will countersign checks in his/her absence.</p>			


MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III	
TOPIC: COLLECTION OF GOVERNMENT INCOME		Page 29 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Signs collection of government income derived from fees, dues, sales and leases of government lands, including survey services/cadastral survey costs, etc.	<ul style="list-style-type: none"> - Central Office - Bureau - Region - PENRO - CENRO 	<ul style="list-style-type: none"> Chief Accountant Bureau Accountant Regional Accountant PENRO Accountant PENRO Accountant 	<ul style="list-style-type: none"> ASEC, Mgt. Services Bureau Dir. RED/RD PENRO PENRO

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MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC: DISBURSEMENT VOUCHER (DV)	Page 30 of 123
<p>1. Disbursement Voucher</p> <p>The Disbursement Voucher shall be used by all government entities for all money claims. It shall be prepared in triplicate unless more copies are needed. The voucher is numbered in one series for each fund for each year. The voucher number shall be indicated on the voucher and on every supporting document.</p> <p>2. Liability for Illegal Expenditures (Sec. 161, GAAM)</p> <p>Every expenditure or obligation authorized or incurred in violation of the provisions of the Administrative Code of 1987 or of the general and special provisions contained in the General or other Appropriations shall be void. Every payment made in violation of said provisions shall be illegal and every official or employee authoring or making such payment shall be jointly and severally liable to the Government for the full amount so paid or received.</p>	



MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III	
TOPIC : DISBURSEMENT VOUCHER		Page 31 of 123	
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL (Box A)	(Box B)	APPROVING AUTHORITY (Box C)
1. Signs/Approves			
Fund 101			
- Up to P1.0 M	Division Chief/ Service Director	Accountant	Director, FMS/ Director, Admin.
- Up to P5.0 M	Director, FMS/ Director, Admin.	Accountant	ASEC Mgt. Services
- Up to P10.0 M	ASEC, Mgt. Services	Accountant	Concerned USEC
- Above P10.0 M	Concerned USEC	Accountant	Secretary
Fund 102			
- Up to P250,000	Program/Project Director	Accountant	ASEC, Mgt. Services
- Up to P10.0 M	ASEC Mgt. Services	Accountant	Concerned USEC
- Over P10.0 M	Concerned USEC	Accountant	Secretary

SUBJECT: FINANCE			SECTION III
TOPIC : DISBURSEMENT VOUCHER			Page 32 of 123
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL (Box A)	(Box B)	APPROVING AUTHORITY (Box C)
2. Any amount without limits			
Bureau	Adm-Finance/Div. Chiefs	Bureau Accountant	Bureau Director
Region	RTDs and Division Chiefs	Regional Accountant	RTDs/ RED/ RD/ARD
PENRO	Specialist/CENRO	PENRO Accountant	PENRO
CENRO	CENRO	PENRO Accountant	PENRO
FAPs			
- Bureau/Region	Proj./Prog. Director	Bureau/Reg'l. Accountant	Bureau Director/ RED
- PENRO/ CENRO	Proj./Prog. Director	PENRO Accountant	PENRO
<p>Box A: Certified: Expenses/cash advance necessary, lawful and incurred under my Direct supervision.</p> <p>Box B: Certified: Adequate available funds/budgetary allotment: expenditures properly Certified by documents; account codes proper; previous cash advance liquidated/ Accounted for.</p> <p>Box C: Approved</p>			
<p>NOTE: 1. It shall cover all forms of payment;</p> <p>2. Contractual personnel are restricted not to sign/approve DVs.</p>			

MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC: FIDELITY BOND	Page 33 of 123
<p>Sec. 409 (GAAM). General Provisions. Fidelity Bond and insurance premiums are subject to these rules, among others:</p> <ul style="list-style-type: none">a. Employees accountable for funds and/or property in the amount of P2,000.00 or more shall be bonded with the Fidelity Fund of the Treasury of the Philippines. The office to which the insured officer belongs shall shoulder the whole premium on his/her bond.b. While the premium bond is fixed at P3,750,000 no limitation is fixed for the maximum cash and property accountability.c. The premium rate shall be 1/2 of 1% per annum, payable semi-annually in advance on the first day of January and July of each year.d. When the bonded employees are relieved of their accountability, the cancellation of their bonds shall be effected immediately.e. Payment of insurance premiums of government properties such as buildings, equipment, motor vehicles, etc., are charged to this account.	



MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC: LETTER ADVICE OF ALLOTMENT (LAA)	Page 35 of 123
<p>Transfer of funds from the Central Office to the regional offices, bureaus, and PENROs and/or transfer of funds from the regional offices to its PENROs are made with this document (Appendix 6), which shall be approved by authorized officials. It shall contain detailed information on the intended allocation, description and specific expenditures object for each function/activity/purpose/project. The funding checks issued are likewise indicated.</p>	


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MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III
TOPIC : LETTER OF ADVIZCE OF ALLOTMENT (LAA)		Page 36 of 123
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<p>1. Transfer of funds thru LAA from the CO to regions, PENROs and other offices</p> <p>Fund 101</p> <ul style="list-style-type: none"> - Up to P1.0 M - Up to P5.0 M - Up to P10 M - Above P10 M <p>Fund 102</p> <ul style="list-style-type: none"> - Up to P1.0M - Up to P5.0 M - Up to P10.0 M - Above P10.0 M 	<p>Chief, Budget Division Service Director Concerned ASEC Concerned Concerned USEC and/or ASEC – Mgt. Services</p> <p>FASPO Director concerned ASEC, Mgt. Services ASEC, Mgt. Services Concerned USEC</p>	<p>Service Director, FMS ASEC- Mgt. Services Concerned USEC Secretary</p> <p>Service Director, FMS ASEC-mgt. Services Concerned USEC Secretary</p>
<p>2. Transfer of funds thru LAA from Region/Bureau to PENROs</p> <p>Fund 101 Bureau Region</p> <p>Fund 102 Without Limits</p> <ul style="list-style-type: none"> - Bureau - Region 	<p>Adm. Finance Chief RTDs and Division Chief</p> <p>Adm. Finance Chief Proj./Prog. Director</p>	<p>Bureau Director RED/RD</p> <p>Bureau Director RED/RD</p>

MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC: OVERTIME SERVICES	Page 37 of 123
<p>In general, rendition of overtime services may be authorized where the work or activity has to be completed on a fixed date and the scheduled date of completion cannot be met within regular work days and hours; or where, although there is no fixed date of completion, the prolonged delay in, or non-completion of the work activity shall:</p> <ul style="list-style-type: none">a. Cause financial loss to the government or its instrumentalities;b. Embarrass the government due to its inability to meet its commitments; orc. Negate the purpose for which the work or activity was conceived. <p>(NBC 410, 28 April 1989)</p> <p>Overtime payment should not exceed 50% of Basic Salary</p>	



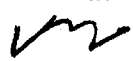
MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III
TOPIC : OVERTIME SERVICES		Page 38 of 123
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Signs/approves authority to render overtime services - Above 40 hours - Not Exceeding 40 hrs./month Central Office Bureau Region PENRO/CENRO	ASEC, Mgt. Services & Concerned USEC Director/Head of Office Concerned Division Chief Concerned RTD/ARD Support Division Chief Concerned PENRO	Secretary ASEC, Mgt. Services Bureau Director RED/RD RED



MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC: PAYROLLS	Page 39 of 123
<p>The payroll is used for the payment of salaries and other emoluments of government employees. It shows the names of the employees, their monthly salary/emolument, the amount earned for the period, salary deductions and the net amount paid. The signatures of the employees on the payroll are evidences of payment.</p> <p>The payroll may also be used to support issuance of checks.</p>	



MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III
TOPIC : PAYROLLS		Page 40 of 123
DESCRIPTION	RECOMMENDING APPROVAL (Signing Officials)	APPROVING AUTHORITY
Signs/approves payrolls without limits		
Central Office	Director, HRM	ASEC, Mgt. Services
Bureau	Adm. Officer	Assistant Director
Region	Adm. Officer	RTDs/RED/RD
PENRO	Adm. Officer	PENRO
CENRO	Adm. Officer/CENRO	PENRO



MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC: REMITTANCE ADVICE	Page 41 of 123
<p>The Remittance Advice is used to forward collections to the Bureau of Treasury (BTR) directly or thru Authorized Government Depository Banks (AGDB) such as Land Bank, PNB, DBP. (Sec. 434, GAAM).</p> <p>The Remittance Advice shall be prepared in six (6) copies to be distributed as follows:</p> <ul style="list-style-type: none">Original - National Cash Accounting Division, BTR;Duplicate - National Cash Division, BTRTriplicate - Provincial Treasury Fiscal ExaminerQuadruplicate - National Collecting Officer-Chief AccountantQuintuplicate - Agency AuditorSextuplicate - File – National Collecting Officer	



MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III
TOPIC : REMITTANCE FORM		Page 42 of 123
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Remittances to: - BIR - other government entities -private entities, deducted from salaries, wages, and other taxes		
Central Office	Chief Accountant	Service Director - FMS
Staff Bureau	Adm. Finance Chief	Bureau Director
Region	Finance Chief	RED/RD
PENRO/CENRO	PENRO Accountant	PENRO

MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC: REQUEST FOR OBLIGATION OF ALLOTMENT (ROA)	Page 43 of 123
<p>The Request for Obligation of Allotment is prepared to evidence the occurrence of obligation. It shall be supported by documents like payrolls, disbursement vouchers, purchase/job orders, requisition of supplies and materials, payment based on contracts etc.</p> <p>The ROA is divided into three sections: A, B, and C. Section A is accomplished and signed by the Requesting Official. Section B is accomplished in the accounting unit. Section C serves as the subsidiary ledger for obligation, liquidation and unliquidated obligation.</p> <p>The ROA shall be prepared in three copies by the requester who forwards two copies to the Accounting Division and retain one copy for his/her file.</p>	



MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III
TOPIC: REQUEST OF OBLIGATION OF ALLOTMENT (ROA)		Page 44 of 123
LIMITS OF AUTHORITY	REQUESTING OFFICIAL	CERTIFYING OFFICIAL
<p>Central Office</p> <ul style="list-style-type: none"> - Up to P100,000 - Up to P500,000 - Up to P5.0 M - Up to P10.0 M - Above P10.0 M <p>Bureau</p> <p>Region</p> <p>PENRO</p> <p>CENRO</p>	<p>Budget Officer FMS Director ASEC for Mgt. Services Concerned USEC Secretary</p> <p>Adm. Finance Chief</p> <p>Adm. Finance Chief</p> <p>Adm. Officer</p> <p>Adm. Officer</p>	<p>Chief Accountant Chief Accountant Chief Accountant Chief Accountant Chief Accountant</p> <p>Bureau Accountant</p> <p>Regional Accountant</p> <p>Regional Accountant</p> <p>PENRO Accountant</p>
<p>NOTE: Section A is accomplished and signed by the "recommending approval" officials;</p> <p>Section B is accomplished in the accounting unit/office; and</p> <p>Section C serves as the subsidiary ledger for obligation, liquidation of obligations and unliquidated obligations to be accomplished/completed by the accounting unit/staff.</p>		

MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC: TRAVEL EXPENSES	Page 45 of 123
<p>Travel expenses are expenses incurred by government officials and employees on official travel either domestic or foreign. They include per diem, actual transportation fares, road tolls, parking fees, tips and such other similar or incidental expenses en route to the destination and back to permanent official station (Sec. 7-1 (20), CA 246.</p> <p>Travel expenses of private individuals are allowed only if authorized by law, rules and regulations.</p>	



MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III
TOPIC: TRAVEL ORDERS - LOCAL AIRLINES		Page 46 of 123
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<p>1. Airline tickets purchased on credit, no limit</p> <p style="padding-left: 40px;">Central Office</p> <p style="padding-left: 40px;">Bureau</p> <p style="padding-left: 40px;">Region</p> <p style="padding-left: 40px;">PENRO</p> <p style="padding-left: 40px;">CENRO</p>	<p style="padding-left: 40px;">Director/Head of Office Concerned</p> <p style="padding-left: 40px;">Adm. Finance Chief</p> <p style="padding-left: 40px;">RTDs/Division Chiefs/ARD</p> <p style="padding-left: 40px;">Specialist</p> <p style="padding-left: 40px;">CENRO</p>	<p style="padding-left: 40px;">ASEC-Mgt. Services/FMS Director</p> <p style="padding-left: 40px;">Bureau Director</p> <p style="padding-left: 40px;">RED/RD</p> <p style="padding-left: 40px;">PENRO</p> <p style="padding-left: 40px;">PENRO</p>

MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC: WORK AND FINANCIAL PLAN (WFP)	Page 47 of 123
<p>1. Work and Financial Plan (WFP)</p> <p>This document serves as an operating budget, presents the work to be undertaken, the required measures to accomplish it expressed in physical terms, e.g., personal services, the timing of the work and the financial requirements per month and per quarter. The DBM reviews and uses the document in releasing the annual comprehensive Advice of Allotments (AA) and the Notice of Cash Allocation (NCA).</p> <p>2. Work Plan (WP)</p> <p>The Work Plan shall contain detailed information on the regional allocation, description or specification of each intended output, the annual targets and corresponding quarterly breakdowns for each function/activity/purpose/project.</p> <p>3. Financial Plan (FP)</p> <p>The Financial Plan shall present the monthly financial operating requirements of the Work Plan indicating the specific expenditures object for each function/activity/purpose and project. Where a reserve is imposed, the annual financial requirement shall be the appropriation net of the amount reserved.</p>	



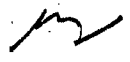
MANUAL OF APPROVALS

SUBJECT: FINANCE	SECTION III
TOPIC : WORK AND FINANCIAL PLANS	Page 48 of 123
<p style="text-align: center;">MODIFICATIONS OF WFPs - (Changes in Expenditure Items)</p> <p>Modification of Expenditure Components - Except as may be authorized by law, no change or modification shall be made in the expenditure items authorized in this Act and other appropriation laws unless in cases of <u>augmentations from savings in appropriations as authorized under Section 25(5) of Article VI of the Constitution</u>". (Section 52, General Provisions, R.A. 8250 or the 1997 GAA).</p> <p><u>Augmentation of MOOE Items</u> - Agencies may augment an item of expenditure within Maintenance and Other Operating Expenditures (MOOE) from <u>savings in other items of MOOE</u> in an amount <u>not exceeding one-third (1/3)</u> of the appropriated amount to be augmented without prior approval of the Department of Budget and Management (DBM). (Section 58, General Provisions, R.A. 8250).</p> <p><u>Realignment of FAPs</u>. - The amount appropriated in this Act for the implementation of foreign-assisted projects, including loan proceeds and local counterpart, shall not be realigned except to other foreign-assisted projects. (Section 61, General Provisions, R.A. 8250)</p>	



MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III	
TOPIC : WORK AND FINANCIAL PLANS		Page 49 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Original, or Modification of W & FPs	Fund 101		
	Central Office	ASEC-Mgt. Services/ ASEC-Planning	Secretary
	Bureau	Bureau Director	Concerned USEC
	Region	Regional Executive Director	Concerned USEC
	PENRO/ CENRO	Finance Chief/Planning Officer	RED
	Fund 102		
	Central Office	FASPO Dir. concerned/ ASEC-Mgt. Services	Concerned USEC
Bureau/Region	PD/AFC/PO	Concerned USEC	



MANUAL OF APPROVALS

SUBJECT: FINANCE		SECTION III	
TOPIC : ACCEPTANCE OF DONATIONS		Page 50 of 123	
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Acceptance of donations and grants	<ul style="list-style-type: none"> - Central Office & projects - Bureau - Region - PENRO/ CENRO 		<p>Secretary</p> <p>Bureau Director</p> <p>RED/RD</p> <p>RED</p>


WV

MANUAL OF APPROVALS

SUBJECT: MATERIALS MANAGEMENT	SECTION IV
TOPIC: PURCHASE ORDER (PO)	Page 51 of 123
<p>1. Purchase Order (PO)</p> <p>Purchases of supplies, materials and equipment are made with this form which shall be duly approved by authorized officials. Procurement of supplies, materials and equipment in the government agencies shall be through competitive bidding.</p> <p>The quantity, kind, complete description of supplies, materials and equipment of each item/article to be procured or the work to be done or to be performed are indicated therein. The following shall also be specified in the PO: the contracting party; date of placing the order; and the date, time of delivery or execution; unit price and the total amount contracted for; including the penalty for delayed deliveries; and the condition to reject any delivery, whether partial compliance with the specifications or to cancel/ revoke the Order.</p> <p>2. Supplies and Materials</p> <p>“Supplies” include everything, except real estate, which may be needed in the transaction of public businesses, or in the pursuit of any undertaking, project, or activity, whether in the manner of equipment, furniture, stationery, materials for construction, or personal property of any sort, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, Janitorial, security, and related</p>	



MANUAL OF APPROVALS

SUBJECT: MATERIALS MANAGEMENT	SECTION IV
TOPIC: PURCHASE ORDER (PO)	Page 52 of 123
<p>and analogous services (Sec. 357 (c) RA 7160).</p> <p>Except as otherwise provided in the General Appropriations Act, the stock on hand of supplies, materials and equipment, spare parts, acquired through ordinary and emergency purchase, shall at no time, exceed the normal three-month requirements, subject to pertinent rules and regulations issued by competent authority.</p> <p>3. Equipment</p> <p>Memorandum Circular No. 401 defines obligation object 21, Equipment Outlay as follows: "This account shall include the cost of property, other than structures and fixed facilities, which has a life greater than one (1) year. Do not include property falling in this classification having a value of P10,000 or less. Such property shall be classified as "Supplies and Materials."</p> 	

MANUAL OF APPROVALS

SUBJECT: MATERIALS MANAGEMENT	SECTION IV
TOPIC: PURCHASE ORDER (PO)	Page 53 of 123
<p>4. Assignment of Liability (COA Memo. No. 97-012)</p> <p>"In the assignment of the liability for the disallowed overprice, the auditor shall carefully study the procedures in processing the questioned transaction and determine those officials/employees who had direct participation in the fixing of the price/prices of the questioned transaction. Officials/employees whose signatures or initials may appear on the vouchers and/or transaction documents, who are determined to have had no participation in the fixing of the price shall not be included among those to be held liable for the disallowance."</p>	

WZ

MANUAL OF APPROVALS

SUBJECT: MATERIALS MANAGEMENT		SECTION IV
TOPIC : PURCHASE ORDER (PO)		Page 54 of 123
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<p>1. Central Office</p> <p>Fund 101</p> <ul style="list-style-type: none"> - Up to P1.0 M - Up to P5.0 M - Up to P10.0 M - Above P10.0 M <p>Fund 102</p> <ul style="list-style-type: none"> - Up to P250,000 - Up to P5.0 M - Over P5.0 M 	<p>Accountant</p> <p>Accountant</p> <p>Accountant</p> <p>Accountant</p> <p>Program/Project Director</p> <p>Program/Project Director</p> <p>Program/Project Director</p>	<p>Director, FMS</p> <p>ASEC for Mgt. Services</p> <p>Concerned USEC</p> <p>Secretary</p> <p>FAPs Director</p> <p>ASEC for Mgt. Services</p> <p>Concerned USEC</p>
<p>2. Other Offices, for unlimited amounts</p> <p>Fund 101</p> <p>Bureau</p> <p>Region</p> <p>PENRO</p> <p>CENRO</p> <p>Fund 102</p> <p>Bureau/Region</p> <p>PENRO/CENRO</p>	<p>Adm.-Fin./Div. Chiefs</p> <p>RTDs/Division Chief</p> <p>Specialist</p> <p>CENRO</p> <p>Proj./Prog. Director</p> <p>Proj./Prog. Director</p>	<p>Bureau Director</p> <p>RED/RD</p> <p>PENRO</p> <p>PENRO</p> <p>Bureau Director/RED</p> <p>PENRO/CENRO</p>

MANUAL OF APPROVALS

SUBJECT: MATERIALS MANAGEMENT	SECTION IV
TOPIC: REQUISITION AND ISSUE VOUCHER (RIV)	Page 55 of 123
<p>Requests for supplies and materials are made using this "form" to be approved by authorized officials. The quantity and kind of supplies and materials requisitioned are indicated therein and shall be properly received by the authorized person. The RIV shall be prepared in three copies. The original is used by the Property Officer to support the Monthly Report of Supplies and Materials Issued submitted monthly to the Chief Accountant. The duplicate is used to support postings in the Supplies Ledger Card/Stock Card. The "requisitioner" retains the third copy.</p>	

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MANUAL OF APPROVALS

SUBJECT: MATERIALS MANAGEMENT		SECTION IV
TOPIC : REQUISITION ISSUE VOUCHER (RIV)		Page 56 of 123
LIMITS OF AUTHORITY	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<p>1. Central Office</p> <p>Fund 101</p> <ul style="list-style-type: none"> - Up to P1.0 M - Up to P5.0 M - Up to P10.0 M - Above P10.0 M <p>Fund 102</p> <ul style="list-style-type: none"> - Up to P250,000 - Up to P5.0 M - Over P5.0 M 	<p>Accountant Accountant Accountant Accountant</p> <p>Program/Project Director Program/Project Director Program/Project Director</p>	<p>Director, FMS ASEC for Mgt. Services Concerned USEC Secretary</p> <p>FAPs Director ASEC for Mgt. Services Concerned USEC</p>
<p>2. Bureau/Field Offices for any amount without limit:</p> <p>Fund 101 Bureau</p> <p>Region</p> <p>Fund 102 PENRO</p> <p>CENRO</p> <ul style="list-style-type: none"> - Bureau/Region - PENRO/CENRO 	<p>Division Chief Concerned</p> <p>Adm.-Finance Chief for commonly used supplies RTDs for peculiar items</p> <p>Specialist</p> <p>Administrative Officer</p> <p>Proj./Prog Director</p> <p>Proj./Prog. Director</p>	<p>Bureau Director</p> <p>RED/RD</p> <p>PENRO</p> <p>CENRO</p> <p>Bureau Director/RED</p> <p>PENRO/CENRO</p>


MANUAL OF APPROVALS

SUBJECT: INFRASTRUCTURE CONTRACTS	SECTION V
TOPIC : ENGINEERING MATTERS	Page 57 of 123
<p>Infrastructure Projects - construction, improvements or rehabilitation of roads, buildings, communication facilities, flood control and drainage, water supply and sewerage systems, shore protection, power facilities, and other related construction projects that form part of the government capital investment.</p>	
<p>Agency Estimate - the agency estimate of construction cost should show for each major work item, such as earthwork, roadwork, and massive concreting, the components for equipment rentals, fuel labor, materials and overhead.</p>	
<p>The approved agency estimate (AAE) shall be finalized on the day of the bidding after all bids have been received and shall be held confidential and signed, sealed and ready for presentation on the day of the opening of the bids/tenders.</p>	



MANUAL OF APPROVALS

SUBJECT: INFRASTRUCTURE CONTRACTS	SECTION V
TOPIC : ENGINEERING MATTERS	Page 58 of 123
<p>3. Detailed Engineering shall include the following:</p> <ul style="list-style-type: none">a. Surveyb. Site Investigationc. Foundation Investigationd. Soils and Materials Investigatione. Preparation of Design and Specificationsf. Preparation of Quantity and Cost Estimatesg. Preparation of Program of Workh. Preparation of Proposed Construction Schedule (and Estimated Cash Flow for projects with schedule over six (6) months)i. Preparation of Site or Right-of-Way plans including Schedule of Acquisitionj. Preparation of Utility Relocation Plank. Preparation and submission of Design Reportl. Preparation of Bid/Tender documentsm. Environmental Impact Statement for Major Project	



MANUAL OF APPROVALS

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC : ENGINEERING MATTERS		Page 61 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
Minor Projects		
Central Office	Up to P10.0 M	ASEC for Mgt. Services
Bureau	No limit	Bureau Director
Region	No limit	RED/RD
PENRO/CENRO	No limit	PENRO/CENRO
CONTROL POINT - Subject to the implementing rules and regulations (IRR) of PD 1584 and its amendments.		
NOTE - Regardless of funding source, e.g., Regular/General Fund (101); FAPs (102); and/or CARP (158)		

MANUAL OF APPROVALS

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC : BIDDING AND AWARD		Page 62 of 123
TOPIC	RECOMMENDING APPROVAL	APPROVING AUTHORITY
1. Invitation to Bid regardless of amount Central Office Bureau Region PENRO/CENRO		Chairman, PBAC Chairman-Bureau PBAC Chairman-Region PBAC Chairman-PENRO/CENRO PBAC
2. Pre-qualification of Bidders Central Office Bureau Region PENRO/CENRO		PBAC PBAC PBAC PBAC
3. Approval and Award of Contract Thru Public Bidding Central Office Bureau Region PENRO/CENRO Thru Negotiation Central Office Bureau Region PENRO/CENRO	Up to P5 Million Up to P10 Million Over P10 Million Regardless of amount Regardless of amount Regardless of amount Up to P1 Million Up to P5 Million Over P5 Million Regardless of amount Regardless of amount Regardless of amount	ASEC for Mgt. Services Concerned USEC Secretary Bureau Director RED/RD PENRO/CENRO ASEC for Mgt. Services Concerned USEC Secretary Bureau Director RED/RD PENRO/CENRO
CONTROL POINTS:		
1. Subject to the implementing rules and regulations of PD 1594 and its amendments.		
2. All contracts approved by lower officers shall be reported to the Secretary and/or Concerned USEC.		
NOTE: Regardless of Funding Source, e.g., Regular/General Fund (101); FAPs (102); and/or CARP (158)		

MANUAL OF APPROVALS

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC : CONTRACT IMPLEMENTATION		Page 63 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
1. Notice to Proceed Central Office Bureau Region PENRO/CENRO	Regardless of amount Regardless of amount Regardless of amount Regardless of amount	ASEC for Mgt. Services Bureau Director RED/RD PENRO/CENRO
2. Variation Order Change Orders and Extra Work Orders	Regardless of amount for both publicly bid and negotiated contracts	Official who signs the original Contract / Order shall also approve Variation orders, Change orders and Extra work orders



MANUAL OF APPROVALS

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC : CONTRACT IMPLEMENTATION		Page 64 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
3. Supplemental Agreement Central Office Bureau Region PENRO/CENRO	Up to P1 Million Over P1 Million Regardless of amount Regardless of amount Regardless of amount	Officials who signs original agreement shall be the approving Officials
4. Time Extention Central Office Bureau Region PENRO/CENRO	Up to 25% of original contract time of approval contract: Up to 2 months Up to 6 months In excess of 25% of original contract time or over 6 months Up to 25% of original contract time In excess of 25% of original contract time Up to 25% of original contract time In excess of 25% of original contract time Less or more than 25% of original contract time	ASEC for Mgt. Services Concerned USEC Secretary Bureau Asst. Director Bureau Director RTD/ARD RED/RD PENRO/CENRO
4. Suspension of Work Central Office Bureau Region PENRO/CENRO		ASEC for Mgt. Services Bureau Director RED/RD PENRO/CENRO

MANUAL OF APPROVALS

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC : CONTRACT IMPLEMENTATION		Page 65 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
<p>5. Take-over of Contract As reviewed and recommended by the USEC for Legal Affairs)</p> <p style="text-align: center;">Central Office Bureau Region PENRO/CENRO</p>		<p>Contract Approving Authority</p>
<p>6. Cancellation of Contract (As reviewed and recommended by the USEC for Legal Affairs)</p> <p style="text-align: center;">Central Office Bureau Region PENRO/CENRO</p>		<p>Contract Approving Authority</p>

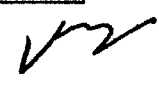


MANUAL OF APPROVALS

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC : CONTRACT IMPLEMENTATION		Page 66 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
7. Adjustment of Contract Price Central Office Bureau Region PENRO/CENRO		Official who signs the contract shall be the approving authority
8. Certificate of Provisional Acceptance Central Office Bureau Region PENRO/CENRO		End-user
9. Certificate of Final Acceptance Central Office Bureau Region PENRO/CENRO		Official who signs the Certificate shall be the Approving authority
10. Contract Price Escalation Central Office Bureau Region PENRO/CENRO		Official who signs the Contract shall be the Approving authority Regardless of amount
11. Settlement/Payment of Liquidated Damages Central Office Bureau Region PENRO/CENRO	Regardless of amount Regardless of amount Regardless of amount Regardless of amount	ASEC for Mgt. Services Bureau Director RED/RD PENRO/CENRO

MANUAL OF APPROVALS

SUBJECT: INFRASTRUCTURE CONTRACTS		SECTION V
TOPIC : CONTRACT IMPLEMENTATION		Page 67 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
12. Incentive Bonus Central Office Bureau Region PENRO/CENRO	Regardless of amount Regardless of amount Regardless of amount Regardless of amount	ASEC for Mgt. Services Bureau Director RED/RD PENRO/CENRO
CONTROL POINTS: <ol style="list-style-type: none"> 1. Subject to the implementing rules and regulations of P.D. 1594 and its amendments. 2. All approved Variation Orders shall be reported to the Secretary on a quarterly basis. 3. Notice to Proceed shall be issued to contractors only after the award of the contract except in emergency cases to prevent imminent loss of life and/or property. 4. Proper documentation of excess project materials, tools and equipment issued to the contractor is required before issuance of the certificate of provisional acceptance. 		
NOTE: Regardless of Funding Source, e.g., Regular/General Fund (101); FAPs (102); CARP (158)		



MANUAL OF APPROVALS

SUBJECT: NON-INFRASTRUCTURE CONTRACTS		SECTION VI
TOPIC : JANITORIAL/SECURITY/UTILITY CONTRACTS		Page 68 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
<p>1. Janitorial, Security and Other Utility Contracts</p> <p style="padding-left: 40px;">Central Office</p> <p style="padding-left: 40px;">Bureau</p> <p style="padding-left: 40px;">Region</p> <p style="padding-left: 40px;">PENRO</p> <p style="padding-left: 40px;">CENRO</p>	<p>Up to P1 Million</p> <p>Up to P5 Million</p> <p>Up to P10 Million</p> <p>Above P10 M</p> <p>Without Limits</p> <p>Without Limits</p> <p>Without Limits</p> <p>Without Limits</p>	<p>Director, FMS</p> <p>ASEC for Mgt. Services</p> <p>Concerned USEC</p> <p>Secretary</p> <p>Bureau Director</p> <p>RED/RD</p> <p>PENRO</p> <p>PENRO</p>
<p>NOTE: These are classified in budgeting, accounting and auditing as "Other Services-Account 29 under Maintenance and Other Operating Expenses (MOOE). This shall refer to the cost of services which are not otherwise classified under the other accounts.</p>		
<p style="text-align: center;">Section 80, RA 8250 (1997 GAA). Departments, bureaus, offices or agencies of the National Government are hereby authorized to enter into contracts including professional consultancy services contracts with other government agencies, private firms or individuals and non-government organization for services related or incidental to their respective functions and operations, whether on part-time or full-time basis, through public bidding or negotiated contracts, whenever it is impractical or more expensive for the government to directly undertake such functions and operations, subject to pertinent accounting, auditing rules and regulations.</p>		
<p style="text-align: center;">Regardless of funding source, e.g., Regular/General Fund (101); FAPs (102) and/or CARP (158)</p>		

MANUAL OF APPROVALS

SUBJECT: NON-INFRASTRUCTURE CONTRACTS		SECTION VI
TOPIC : FUEL AND FUEL RELATED		Page 69 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
1. Fuel and Fuel Related Supply Contracts Central Office Bureau Region PENRO CENRO	Up to P1 Million Up to P5 Million Up to P10 Million Above P10 M Without Limit Without Limit Without Limit Without Limit	Director, FMS ASEC for Mgt. Services Concerned USEC Secretary Bureau Director RED/RD PENRO CENRO
NOTE: These are classified as Account 23 under the Maintenance and Other Operating Expenses (MOOEs) and shall refer to gasoline, oil and lubricants.		
Regardless of funding source, e.g., Regular/General Fund (101); FAPS (102); and/or CARP (158)		

MANUAL OF APPROVALS

SUBJECT: NON-INFRASTRUCTURE CONTRACTS		SECTION VI
TOPIC : SUPPLY CONTRACTS		Page 70 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
1. Invitation to Bid Central Office Bureau Region PENRO/CENRO	No Limits No Limits No Limits No Limits	Chairman, PBAC Chairman, PBAC Chairman, PBAC Chairman, PBAC
2. Pre-qualification of Bidders CO/Bureau/MGB Region/MGB PENRO/CENRO	No Limits No Limits No Limits	PBAC Region/MGB PBAC PENRO/CENRO PBAC
3. Award of Contract Thru Public Bidding Central Office Bureau Region PENRO/CENRO Thru Negotiation Central Office Bureau/MGB Region/MGB PENRO/CENRO	Up to P1 Million Up to P5 Million Up to P10 Million Above P10 M No Limits No Limits No Limits Up to P1 Million Up to P5 Million Up to P10 Million Above P10 M No Limits No Limits No Limits	Director, FMS ASEC for Mgt. Services Concerned USEC Secretary Bureau Director RED/RD PENRO/CENRO Director, FMS ASEC for Mgt. Services Concerned USEC Secretary Bureau Director RED/RD PENRO/CENRO
CONTROL POINTS: Executive Order No. 302 provides policies, guidelines, rules and regulation for the procurement of goods/supplies by the National Government.		
NOTE: Regardless of funding source, e.g., Regular/General Fund (101); FAPs (102) and/or CARP (158).		

MANUAL OF APPROVALS

SUBJECT: NON-INFRASTRUCTURE CONTRACTS		SECTION VI
TOPIC : SUPPLY CONTRACTS		Page 71 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
<p>PBAC- stands for Pre-qualification, Bidding and Awards Committee. Each government agency shall create a PBAC in its office or in its implementing office which shall be responsible for the conduct of bidding, evaluation of bids and recommending award of contracts, including record keeping, planning and management of the procurement process. It shall be composed of the following:</p> <ul style="list-style-type: none"> Chairman - At least third ranking official of the agency Executive Officer & Secretary - Legal Officer Members - Regular – Technical member designated by the Head of agency as his representative Members – Provisional – At least two (2) with experience and knowledge about the project to bid Private Sector – Representatives from Phil. Chambers of Commerce and End-users. Observers - COA and Internal Audit Service (IAS) Representative 		



MANUAL OF APPROVALS

SUBJECT: NON-INFRASTRUCTURE CONTRACTS		SECTION VI
TOPIC : SUPPLY CONTRACTS		Page 72 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
<p>Public Bidding must be open to all. It must be fair, legitimate and honest, and should be designed as not to injure or defraud the government.</p> <p>Aims of Public Bidding:</p> <ol style="list-style-type: none">1. to secure the lowest and most economical price in the market; and2. to prevent anomalies in the procurement of supplies, materials. <p>Bidding Process:</p> <ol style="list-style-type: none">1. Preparation of Bid/Tender Documents2. Invitation to Pre-qualify and to Bid3. Pre-qualification of Bidders4. Issuance of Bid/Tender Documents5. Pre Bid Conference6. Submission, Receipt and Opening of Bids7. Examination and Evaluation of Bids8. Failure of Bidding9. Contract award and Implementation		

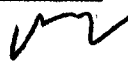
MANUAL OF APPROVALS

SUBJECT: NON-INFRASTRUCTURE CONTRACTS		SECTION VI
TOPIC : SUPPLY CONTRACTS		Page 73 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
<p>Negotiated Contract – Negotiated purchases are made when the requisitioned articles are sold by an exclusive dealer, publisher or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitutes can be obtained elsewhere at more advantageous prices to the government.</p> <p>In all cases of negotiated purchases, the approval of the President of the Philippines must be secured.</p> <p>Negotiated purchases are authorized in the following cases:</p> <ol style="list-style-type: none">1. After public bidding has been conducted and no offer has qualified to meet the specifications, terms and conditions as advertised.2. Where the items to be purchased are "critical in nature", and are not available in the open market.3. Where the Committee on Awards, on the basis of past experience, believes that public bidding may not bring good results.		



MANUAL OF APPROVALS

SUBJECT: FOREIGN-ASSISTED PROJECTS (FAPS)		SECTION VII
TOPIC : FINANCE		Page 74 of 123
TOPIC	LIMITS OF AUTHORITY	APPROVING AUTHORITY
1. Approval/signing of Withdrawal Applications	No limit	USEC Concerned (Authorized Signatory submitted to Lending Institution)
2. Approval of Special Commitment/Letter of Credit (LCs)	Up to P5.0 Million Over P5.0 Million	Concerned USEC Secretary
3. Request for Deferred Payment of Import Taxes and Duties	No limit	ASEC, Mgt. Services
4. Endorsement of Project Proposals to NEDA	Regardless of amount	Secretary
NOTE: These are "Transactions Common to Field-Based and Central-Based FAPs"		



MANUAL OF APPROVALS

SUBJECT: ECOSYSTEMS RESEARCH AND DEVELOPMENT			SECTION VIII
TOPIC: RESEARCH AND DEVELOPMENT ACTIVITIES WITHIN DENR			Page 75 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Funding	Foreign Funding	Secretary	
	Long-term for Central Office funding	Concerned USEC	
	Short-term research proposals for regional funding of more than P100,000	RED	
	Short-term research proposals for local/regional funding with a budget of not more than P100,000	RTD for Research	
	Short and long term research proposals for Bureau funding	ERDB Director	
2. Agreements	With international agencies	Secretary	
	With national government agencies and/or the private sector	Secretary or Concerned USEC depending on signatories of other NGAs	
	With research and allied institutions within the region	RED	

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MANUAL OF APPROVALS

SUBJECT: ECOSYSTEMS RESEARCH AND DEVELOPMENT		SECTION VIII
TOPIC : RESEARCH AND DEVELOPMENT PROGRAMS		Page 76 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY
1. National Integrated Research and Development Programs related to ENR		Secretary
2. Regional research and development prioritization systems including the allocation of resources		RED
3. Bureau R&D prioritization systems including the allocation of resources		ERDB Director

MANUAL OF APPROVALS

SUBJECT: ECOSYSTEMS RESEARCH AND DEVELOPMENT		SECTION VIII
TOPIC : EXPERIMENTAL SITES		Page 77 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY
1. Establishment of R & D experimental sites		Concerned USEC
2. Designation of areas as experimental, demonstration/ pilot purposes		RED

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MANUAL OF APPROVALS

SUBJECT: ECOSYSTEMS RESEARCH AND DEVELOPMENT		SECTION VIII
TOPIC : R & D IMPLEMENTATION		Page 78 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY
Supervision, monitoring and coordination	Within the region Within the Bureau	RTD for Research ERDB Director

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MANUAL OF APPROVALS

SUBJECT: ENVIRONMENTAL MANAGEMENT		SECTION IX	
TOPIC: ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC)		Page 79 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Issuance/ Non-Issuance	Environmentally Critical Projects (ECP)	Secretary	OP Adm. Or. No. 300
	Projects within Environmentally Critical Areas (ECA)	RED	OP Adm. Or. No. 300
2. Cease and Desist Order (CDO)	Preventing grave or irreparable damage to the environment.	RED/EMB Director	DENR Adm. Or. No. 96-37
3. Imposition of Penalties	Must have investigation wherein the respondent shall be given notice and afforded an opportunity to be heard.	RED/EMB Director	DENR Adm. Or. No. 96-37
4. Environmental Clearance for Land Conversion		RED	DENR Adm Or. 91-08

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MANUAL OF APPROVALS

SUBJECT: ENVIRONMENTAL MANAGEMENT		SECTION IX	
TOPIC : IMPORTATION		Page 80 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Interim Importation Clearance for Chemicals	Without limit	EMB Director	RA 6969 DAO 28, s. 94
2. Registry Certificate for Importation of Recyclable Materials	Without limit	EMB Director	RA 6969 DAO 28, s. 94
3. Importation Clearance for Recyclable Materials	Without limit	EMB Director	RA 6969 DAO 28, s. 94



MANUAL OF APPROVALS

SUBJECT: ENVIRONMENTAL MANAGEMENT		SECTION IX	
TOPIC : HAZARDOUS WASTES		Page 81 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Registration as Hazardous Waste Generator	Issuance of DENR Registration Number	Secretary	DENR Adm. Or. No. 29, s. 1992
2. Violations of Registration	Notice of Violation (NOV)	Secretary	DENR Adm. Or. No. 29, s. 1992
3. Cancellation of Registration		Secretary	



MANUAL OF APPROVALS

SUBJECT: ENVIRONMENTAL MANAGEMENT		SECTION IX	
TOPIC : POLLUTION ADJUDICATION BOARD		Page 82 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Notice of Violation (NOV)	Finding, on the basis of inspection or monitoring reports, that the emissions or discharged sewage or waste constitutes an immediate threat to life, public health, safety or welfare, or to animal or plant life, or exceeds the allowable DENR Standards	Secretary RED PENRO CENRO	PAB Res. No. 1-C
2. Permits to operate pollution control facilities - issue, renew or deny issuance or renewal	Prevention and abatement of pollution and for the discharge of sewage and industrial waste, or for the installation or operation of sewage works and industrial disposal systems	RED	PAB Res. No. 1-C
3. Interim Cease and Desist Order (CDO) for 5 days	<i>Prima facie</i> evidence that the emission or discharge of pollutants constitutes an immediate threat to life, public health, safety or welfare, or to animal or plant life, or greatly exceeds the allowable DENR Standards	RED	PAB Res. No. 1-C
2. Cease and Desist Order (CDO)		PAB	PAB Res. No. 1-C
3. Temporary Lifting Order (TLO)		PAB	PAB Res. No. 1-C
4. Formal Lifting Order (FLO)		PAB	PAB Res. No. 1-C

MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: CERTIFICATIONS (REGISTRATION; TRANSPORT)		Page 83 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Certificate of Registration as Dealer	Imported logs, lumber, veneer and commercial poles and piles	RED	DAO 17, S. 94
	Local logs - Original - Renewal	RED RTD for Forestry	R.A. 1239 FAO 26, s. 56
2. Certificate of Origin	Timber Lumber Veneer Plywood	CENRO	DAO 59, S. 93
	Minor Forest Products	CENRO	DAO 7, S. 94 MC 21, S. 94
3. Certificate of Verification	Planted trees	CENRO	DAO 79, s. 90
4. Certificate of Transport Agreement		CENRO	DAO 7, s. 94

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT			SECTION X
TOPIC: ILLEGAL FOREST PRODUCTS			Page 84 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Apprehension	Issuance of Apprehension Receipt	<p>Forest Officers (Officials and employees of DENR charged with enforcement of forestry laws, rules and regulations)</p> <p>Deputies (other gov't. officials and private citizens duly deputized by the DENR Secretary or his/her duly authorized representative)</p> <p>Members of law enforcement agencies</p> <p>Private citizens as provided by law.</p>	DAO 97-32
2. Seizure	Seizure Receipt/Order	<p>RED or, in her/his absence, any RTD actually assigned to the area of apprehension</p> <p>PENRO or, his/her absence, any SFMS or SEMS actually assigned to the area of apprehension.</p>	DAO 97-32

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT			SECTION X
TOPIC: ILLEGAL FOREST PRODUCTS			Page 85 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
2. Seizure (continued)		CENRO or, his/her absence any DENR Officer with the rank of Forester III or LMO III actually assigned to the area of apprehension	DAO 97-32
3. Confiscation		Regional Executive Director upon recommendation of Hearing Officer	DAO 97-32



MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: DISPOSITION OF FOREST PRODUCTS		Page 86 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Disposition of confiscated forest products thru public auction		USEC for Field Op.	DAO 97-32
2. Donation of confiscated forest products for public infrastructure projects	up to 30 cu.m. More than 30 cu. m. to 50 cu.m. More than 50 cu. m. to 100 cu.m. More than 100 cu.m. to 500 cu. m. More than 500 cu. m.	PENRO RTD for Forestry RED USEC for Field Op. Secretary	Supplement to DAO 97-32

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: CUTTING PERMITS		Page 87 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Rattan Cutting Contracts	Negotiated Contracts	Secretary	DAO 04, S. 89
	Original other than negotiated contracts	USEC for Field Op.	
	Renewal	RED	
2. Ordinary Minor Forest Products License (except rattan)	Original	RTD for Forestry	FAO 11, s. 70
	Renewal	RTD for Forestry	FAO 11, s. 70
3. Special Cutting Permits	Inside resettlement areas, reservations, etc.	Secretary	PD 705, as amended
	Cutting/pruning of naturally-grown trees along banks of creeks, rivers or streams for public safety	RED	PD 953
	Cutting/pruning of naturally-grown trees of any kind, ornamental plants and shrubs within public roads, plazas, parks other than national parks, along highways, school premises, political subdivisions or any other place for purposes of public safety and beautification	CENRO in coordination with concerned head of agency or political subdivision	PD 953
	Cutting/pruning of trees affected by transmission/ electric lines of NAPOCOR	RED	MOA bet. DENR and NAPOCOR

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: CUTTING PERMITS		Page 88 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
	Cutting of trees affected by government projects within Environmentally Critical Projects (ECP)	Secretary	
	Others	RED	
	Conduct of thinning, sanitation cutting, or other silvicultural treatment in reforestation tree plantation including utilization of 15-yr.-old plantation at 20% intensity	RED	PD 953
	Cutting of trees for domestic and other uses in ISF/CS areas	GENRO	Amending DAO 96-26

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SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: DEPUTATION		Page 89 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
Deputy Environment and Natural Resources Officer (DENRO)	For a maximum of one (1) year	RED	

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: ENVIRONMENTAL COMPLIANCE CERTIFICATES; Certificate of Non-coverage		Page 90 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Forestry and related projects outside ECA required to submit IEE Report and/or checklist	<ul style="list-style-type: none"> - Plantation forest development within SIFMA areas - Cutting of natural grown trees not to exceed 15 cu.m. within titled private lands 	CENRO	
2. Forestry and related projects not covered by EIS System which need the issuance of a Certificate of Non-coverage		CENRO	
3. Forestry and related projects within ECA required to submit an IEE	<ul style="list-style-type: none"> - IFMA area development, provided no cutting of naturally grown trees - Cutting of natural grown trees with a volume of more than 15 cu.m. to 50 cu.m. within titled private land 	PENRO PENRO	
	<ul style="list-style-type: none"> - Cutting of natural-grown trees with a volume of more than 50 cu.m. to 200 cu.m. within titled private lands 	RED	

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SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: EXPORTATION		Page 91 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Export Authority	Plantation logs	RED	DAO 33, s. 88 DMO 33, s. 93
	Lumber from planted trees	RED	
	Finished Wood Products	RED	
2. Export Compliance Certificate	Plantation logs	RED	DAO 33, s. 88

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SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: FEES AND CHARGES		Page 92 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Forestry Bonds		RED	FAO 11, s. 70
2. Auxiliary Invoice		CENRO	DAO 80, s. 87
3. Order of Payment (application fees, license/ permit fee, cash bond)		CENRO/PENRO/ RTD for Forestry	

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: FOREST PRODUCTS PROCESSING		Page 94 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Wood Processing Plant Permits - Sawmill - Plywood - Veneer - Kiln Dryer - Wood Treating - Mini-sawmill - Re-sawmill	Authority to Install/establish new WPP Permit to Operate - Original - Renewal Permit to Operate - Original - Renewal	Secretary USEC for Field Op. RED RED RTD for Forestry	MAO 50, s. 86 R.A. 460 (1950) as amended PD 705
2. Rattan Processing Plant	Permit to Operate - Original - Renewal	RED RTD for Forestry	DAO 04, S. 89
3. Milling Agreements		RED	DAO 8, s. 94 MC 18, s. 94
4. Log Supply Contracts		RED under whose jurisdiction the logs originate	DAO 08, s. 94

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SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: GRAZING LANDS		Page 95 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Provisional Pasture Permit (PPP)	One to 2,000 hectares	RED	MAO 50, s. 82
2. Forest Land Grazing Permit (FLGP)	One to 50 hectares	RED	MAO 50, s. 82
3. Forest Land Grazing Lease Agreement (FLGLA)	More than 50 ha to 2,000 ha	USEC for Field Op.	MAO 50, s. 82

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC : LAND CLASSIFICATION		Page 95 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Land classification and release of lands of the public domain as alienable and disposable		Secretary	
2. Sub-classification of forest lands according to use		USEC for Field Operations	

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT			SECTION X
TOPIC: LOGGING/ WOOD PROCESSING PLANT EQUIPMENT			Page 96 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Certificate of Registration	Possession/Ownership or Use of Power Chainsaws within forestlands	RED	DAO 25, S. 91
2. Acquisition of additional or replacement through lease or purchase	Logging equipment and machineries	RED	BFD Cir. No. 36, s. 82
3. Transfer of location of Wood Processing Plant	From one island to another Within the region	USEC for Field Op. RED	
4. Replacement/ additional accessories	Wood Processing Plant	RED	

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: MANAGEMENT/OPERATIONS PLANS		Page 98 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Seed Production Areas		RED	DAO 09, s. 95
2. Forest Management Plans		Secretary	MC 09, s. 102 MC 12, s. 93
3. Grazing Management Plans (GMP)		USEC for Field Op.	MAO 50, s. 82
4. Integrated Annual Operations Plan (IAOP)	Subject to condition that: 1) aerial photos mosaic and landsat imageries have been approved by the Secretary 2) ECC has been issued by the Secretary 3) Clearance from the Secretary	RED	DAO 17, s. 102 DAO 37, s. 96 DMC 4, s. 96
5. Watershed Management Plan (WMP)		RED	
6. Comprehensive Development and Management Plan for IFMA		Secretary	DAO 04, s.97

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: FOREST RESOURCES WITHIN PRIVATE LANDS		Page 99 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Cutting Permits: 1.1 Private Land Timber Permit (PLTP)	<i>Per applicant/year.</i> Up to 10 cu. M. More than 10 cu. m. to 15 cu.m. More than 15 cu. m. to 50 cu.m. More than 50 cu. m to 200 cu.m. More than 200 cu. m.	CENRO PENRO RED USEC for Field Op. Secretary	DAO 78, s. 97
1.2 Special Private Land Timber Permit (SPLTP) for Premium Species except Narra		Secretary	DAO 78, s. 97
1.3 Private Forest Development Agreement (PFDA)	Provides that cutting or harvesting is in accordance with approved devt. & mgt. plan Certificate of Origin for planted timber or other forest products Cutting/harvesting of naturally growing timber or other forest products	CENRO RED	DAO 16, s. 102
2. Private Forest Development Agreement		RED	DAO 16, s. 102
3. Private Seed Production Areas	Accreditation	RED	DAO 09, s. 95

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MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: SPECIAL LAND USES		Page 100 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Special Land Use Agreement		Secretary	
2. Special Land Use Permit	Original and Renewal (1 year) - Less than one ha. - 1 to 5 ha. - More than 5 ha. - 10 ha. - More than 10 ha.	CENRO PENRO RTD for Forestry RED	
3. Special Land Use Permits for Public Infrastructure	Original and renewal - With tree cutting - Without tree cutting	Secretary RED	

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SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: TENURIAL INSTRUMENTS		Page 101 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Timber Production Sharing Agreement (TPSA)		Secretary	DAO 78, s. 90
2. Community-Based Forest Management Agreement (CBFMA)	up to 5,000 ha more than 5,000 ha up to 15,000 ha	PENRO RED	DAO 29, s. 96
3. CALC/CADC*	more than 15,000 ha up to 30,000 ha more than 30,000 ha	USEC for Field Operations Secretary	
4. Certificate of Stewardship (CBFMA-CS)	up to 5 ha.	PENRO	DAO 29, s. 96
5. Industrial Forest Management Agreement (IFMA)	More than 500 ha. up to 10,000 ha Over 10,000 ha	USEC for Field Op. with concurrence of 2 USECs Secretary	DAO 04, s. 97 DAO 04, s. 97
6. Socialized Industrial Forest Management Agreement (SIFMA)	One to 10 ha Over 10 ha to 500 ha.	PENRO RED	DAO 24, s. 96 DAO 24, s. 96

*** With the enactment of R.A. 8371 or "The Indigenous Peoples Rights Act of 1997", and pending the operationalization of the National Commission on ICCs/IPs (NCIP), ALL ISSUANCE OF CADCS SHALL, IN THE MEANTIME, BE VESTED IN THE SECRETARY.**



MANUAL OF APPROVALS

SUBJECT: FOREST MANAGEMENT		SECTION X	
TOPIC: SUSPENSIONS/CANCELLATIONS OF LICENSES PERMITS		Page 101 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Suspension Orders		RED	
2. Cancellation Order		Secretary	
3. Lifting/ Reinstatement Order		Secretary	

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SUBJECT: LANDS MANAGEMENT		SECTION XI
TOPIC : LAND CASES		Page 102 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY
Decides/Implements	Appeals involving claims/ conflicts within public lands	Secretary
	Claims and/or conflicts involving land cases except those under ex-parte investigation and amicably settled and resolves motion for reconsideration	RED
	Orders of execution on final decision on land cases	RED
	Orders of investigation of cases involving unpatented lots	PENRO
	Orders in amicably settled cases and those that were investigated ex-parte	PENRO

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SUBJECT: LANDS MANAGEMENT		SECTION XI	
TOPIC : LEASES		Page 103 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Approval of appraisal of public lands and all lands under Act 3038 2. Issuance of authorities to conduct bidding	Leases for agricultural purposes: - Up to 5 has. - More than 5 has. up to 100 has. - More than 100 has. up to 500 has. - More than 500 has.	PENRO RED USEC for Field Operations Secretary	
	Leases of foreshore, commercial and industrial lands - Up to 1,000 sq.m. - More than 1,000 sq. m. up to 30,000 sq. m. - More than 30,000 sq. m. up to 100 has. - More than 100 has.	PENRO RED USEC for Field Operations Secretary	
3. Approval and Renewal	Foreshore land leases - Up to 1,000 sq. m. - More than 1,000 sq. m. up to 30,000 sq. m. - More than 30,000 sq. m. up to 100 has. - More than 100 has.	PENRO RED USEC for Field Operations. Secretary	

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SUBJECT: LANDS MANAGEMENT		SECTION XI	
TOPIC : MAPS AND PLANS		Page 104 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
Maps and Plans and issuance of certificate of acceptance	Subdivision of PLS, Cad lots and original isolated surveys	RTD for Lands	
	Public land subdivision, cadastral and original isolated surveys	PENRO	
	Political boundary surveys and other isolated surveys stated in Manual for Land Surveys	RTD for Lands	
	Survey plans for OLT and other agrarian reform projects	PENRO	
Certificates of Acceptability	Cadastral survey returns of main and subsidiary project controls, political boundary controls	RTD for Lands	
Certificate of Completion	Sketching, monumenting and lot surveys phases of work of cadastral survey projects by contract	PENRO	
Financial and Work Plans	Field Network Survey Parties (FNSP) and Land Evaluation Party (LEP)	RTD for Lands	

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SUBJECT: LANDS MANAGEMENT		SECTION XI	
TOPIC : ORDERS		Page 105 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Order of Revocation	For Patents not yet registered with Register of Deeds	RED	
2. Order of Cancellation	For Public land applications provided that no order of approval had been earlier issued by higher level officials.	PENRO	
3. Order of Rejection	For Public land applications	CENRO	
4. Deputation of Land Inspectors	Original (1 year) and renewal	RED	
5. Rentals adjustment	Based on existing laws	RED	



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SUBJECT: LANDS MANAGEMENT		SECTION XI	
TOPIC : PUBLIC LAND APPLICATIONS (PLA)		Page 106 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Transfers of PLA or deeds of sales/ mortgages	Patented lands: - Up to 5 has. - More than 5 has. up to 12 has. - More than 12 has.	PENRO RED Secretary	
2. Patents/deeds and reconstituted patents	For sales: - Up to 1,000 sq. m. - More than 1,000 sq. m. up to 5 has. - More than 5 has.	PENRO RED Secretary	
	For homestead and free patents: - Up to 5 has. - More than 5 has. up to 10 has.. - More than 10 has.	PENRO RED Secretary	
3. Provisional, temporary and Other Lawful Permits (OLP) for A&D lands	Original and renewal Recommends issuance: - Up to 1,000 sq. m. - More than 1,000 sq. m.	Secretary PENRO RED	C.A. 141 DAO 71 s. 36
4. Deeds of conveyances/ Sales of government lands	P50.0 M and below awarded thru public bidding and P5.0 M and below awarded thru negotiated sales	Secretary	Administrative Code of 1987
5. Oral/sealed Bidding	For sale or lease of public lands, patrimonial properties except those filed in court for compulsory registration	CENRO	

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SUBJECT: LANDS MANAGEMENT		SECTION XI	
TOPIC : SALES		Page 107 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Appraisal of public lands and all lands under Act 3038	Agricultural lands - Up to 7 has. - More than 7 has.	RED Secretary	
2. Issuance of authorities to conduct bidding and approval of actual sales	Commercial and industrial lands - up to 1,000 sq. m. - More than 1,000 sq. m. up to 30,000 sq. m. - More than 30,000 sq. m.	PENRO RED Secretary	
3. Appraisal of residential lands under R.A. 730		RED	
4. Notices of sales of public and government lands		CENRO	

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TOPIC : SURVEYS		Page 108 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Cadastral surveys and public land subdivision projects	Orders of Bidding and Contracts	RED	
	Survey Order	RED	
2. Cadastral Projects	Issues Authority to inspect; Orders Final inspection; Order of payment by contract	RTD for Lands RED RED	
3. Survey plans	Certifications - Survey and land Disposition records - Copies of approved survey plans/maps and technical descriptions for titling	RTD for Lands RTD for Lands	
	Cancellation orders	RTD for Lands	
4. Survey Orders	Delineation of political boundaries	RED	
	Perimeter survey of ISF projects including the parcellary surveys, reservations and ancestral claims	RED	
	Isolated surveys with suspended/abandoned cadastral or public land subdivision projects covered by subsisting contracts	RED	

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TOPIC : SURVEYS		Page 109 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
5. Survey Authority	Subdivision of cadastral lots not being the subject of judicial registration	CENRO	
	Isolated and simple subdivision survey of public lands	CENRO	

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TOPIC : MINING RIGHTS APPLICATIONS		Page 110 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Certification of Final Resolution of Adverse Claim, Protest or Opposition		Regional Panel of Arbitrators	DAO 96-40
2. Exploration Permit (EP)	Within Mineral Reservations	MGB Director	DAO 96-40
	Outside Mineral Reservations	MGB Regional Dir.	
	Transfer or Assignment	Secretary	
	Relinquishment of Area - Within mineral reservations - Outside mineral reservations	MGB Director MGB RD	
	Renewal	Secretary	
	Cancellation - Within mineral reservations - Outside mineral reservations	MGB Dir. MGB RD	
	Cancellation of renewed EP		Secretary

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SUBJECT: MINES AND GEOSCIENCES		SECTION XII	
TOPIC : MINING RIGHTS APPLICATION		Page 111 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
3. Financial or Technical Assistance Agreement (FTAA)	Denial/Rejection of Application - Within mineral reservations - Outside mineral reservations	MGB Dir. MGB RD with partial delegation to MGB RD	DAO 96-40
	Approval/Notification of Congress within 30 days	President of the Philippines	DAO 96-40
	FTAA Temporary EP	Secretary	DAO 96-40
	Conversion into Mineral Agreement	Secretary	DAO 96-40
	Transfer of Assignment	President of the Philippines	DAO 96-40
	Withdrawal	Secretary	DAO 96-40
4. Mineral Production Sharing Agreement (MPSA)	Denial/Rejection of Application - Within mineral reservations - Outside mineral reservations	MGB Dir. MGB RD with partial delegation to MGB RD	
	Conversion into other modes of mineral agreements	Secretary	
	Approval of Application	Secretary	
	Increase in hectarage of contract area	Secretary	

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SUBJECT: MINES AND GEOSCIENCES		SECTION XII	
TOPIC : MINING RIGHTS APPLICATION		Page 112 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
	Transfer of Assignment	Secretary	
	Conversion to FTAA	President of the Philippines	
	MPSA Temporary EP	MGB Director	
	Withdrawal	MGB Director	
5. Special Mines Permit (SMP)	As cleared by the Secretary - Within Mineral Reservations - Outside mineral reservations	MGB Director MGB Director	DAO 96-40
6. Small-Scale Mining Permit	Within mineral reservations Outside mineral reservations	MGB Director Provincial governor/ city mayor thru the PMRB	DAO 96-40

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TOPIC : ACCREDITATION FOR TRADING		Page 113 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Certificate of Accreditation for Mineral/ Mineral Products and By-Products for: - Processors - Traders - Dealers - Retailers	Original (2 years) and Renewal	MGB RD	DAO 96-40

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SUBJECT: MINES AND GEOSCIENCES			SECTION XII
TOPIC : MINERAL PROCESSING			Page 114 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Mineral Processing Permit (MPP)	Approval and Renewal Cancellation/Revocation/ Termination	Secretary Secretary	DAO 96-40

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SUBJECT: MINES AND GEOSCIENCES		SECTION XII	
TOPIC : TRANSPORT OF MINERALS/MINERAL PRODUCTS		Page 115 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Ore Transport Permit	For Permit Holders, Contractors Accredited Traders/Retailers/Processors, Lessees, SMP Holders	MGB RD	DAO 96-40
	For small scale mining	Governor/City Mayor	
	Ore samples exceeding 2 metric tons for assaying and pilot testing	MGB Director	
2. Ore Samples Transport Certification	Not exceeding 2 metric tons for assay and pilot test	MGB Director	DAO 96-40
3. Sand and Gravel Transport	Delivery Receipt - For more than 5 has. - For less than 5 has.	MGB RD LGU	DAO 96-40
4. Confiscation of Conveyance		MGB RD, other MGB personnel authorized by MGB Dir.; CENRO personnel authorized by the Secretary	DAO 96-40

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TOPIC : EXPLOSIVES		Page 116 of 123	
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Blasters Foreman's Permit		MGB RD	DAO 96-40
2. License to Possess- Purchasers	Recommending Approval/ Renewal to PNP	MGB RD	
3. License to Possess- Foreman's	Recommending Approval/ Renewal to PNP	MGB RD	
4. Purchase/Transfer Explosives		MGB RD	



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SUBJECT: PROTECTED AREAS AND WILDLIFE SECTOR			SECTION XIII
TOPIC: WILDLIFE RESOURCES TRADE AND CONSERVATION (PERMITS AND CERTIFICATIONS)			Page 117 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. CITES Permits for: * Export * Import * Re-export	CITES Treaty and Conference Resolutions	PAWB Director	DAO No. 30, s. 1993
2. Wildlife Export Certification	CITES Treaty and Conference Resolutions	PAWB Director	DAO No. 30, s. 1993;
3. Wildlife Farm Permit	On recommendation by the Inter-Agency Wildlife Mgt. Committee	PAWB Director	
4. Wildlife Collector's Permit	On recommendation by the Inter-Agency Wildlife Mgt. Committee	PAWB Director	
5. Wildlife Transport Permit	Covered by Agreements, WCP, WGP CAR, WFP and other legal authority issued by DENR	RED/PENRO/CENRO	DAO No. 38, s. 1990
6. Certificate of Accreditation and Registration (CAR) of Wildlife Facilities and Stocks	Original (Effective only up to 12/31/97) Renewal	PAWB Director RED	DAO No. 22, s. 1995, as amended



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TOPIC: WILDLIFE RESOURCES TRADE AND CONSERVATION (PERMITS AND CERTIFICATIONS)			Page 118 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
7. Wildlife Gratuitous Permit	Per agreements approved by the Secretary or his/her authorized representative	PAWB-Director	
8. Marine Turtle Eggs Collection Permit	60% of the total egg production in Taganak, Langaan, Lihimian & Bakkungan Is. of the Turtle Is. Group except Baguan Is. from April to December of each year	Pawikan Conservation Program staff	MAO 33, s. 1982
9. Agreements for the use of wildlife resources, its parts, by-products and derivatives	For bioprospecting purposes per recommendation of the Inter-agency Committee on Biological and Genetic Resources For education, taxonomic captive breeding and other conservation related purposes as part of or in line with government mandates	Secretary Concerned Undersecretary	EO 247 (1995) DAO 20, s. 96, as amended



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TOPIC : WILDLIFE RESOURCES TRADE AND CONSERVATION (PERMITS AND CERTIFICATIONS)			Page 119 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
10. Wildlife Seizure and Confiscation Order		RED/RTD/PENRO /CENRO	DAO 36, s. 91
11. Disposition of confiscated wildlife and donated wildlife, by-products and derivatives	As recommended by the Disposition Committee	PAWB Director/ RED	DAO 36, s. 91, DAO 97-17

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SUBJECT: PROTECTED AREAS AND WILDLIFE SECTOR			SECTION XIII
TOPIC : PROTECTED AREAS MANAGEMENT			Page 120 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
1. Agreements for the development and management of protected areas	Protected Areas Without PAMB Protected Areas With PAMB	Secretary Chair, PAMB	DAO 10, s. 95 as amended by DAO 42, s. 94
2. Appointment of PAMB members	As recommended by RED	Secretary	DMC No. 46, s. 1994
3. IPAF Disbursement (Sub-Fund)	Less than P200,000.00 More than P200,000.00	PAMB PAWB Director	DAO No. 22, s. 1996
4. Contracts within PAs *	Protected Areas Without PAMB Protected Areas With PAMB	Secretary PAMB Chair	DAO No. 42, s. 1994 DAO No. 22, s. 1995
5. Work and Financial Plan of PA		PAMB	DAO 22, s. 96
6. Funding Assistance for Operation of NIPAS	Within protected areas	PAMB	DAO 22, s. 96
7. Proposals for the management and development of protected areas (in accordance with GMPS)		PAMB	

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SUBJECT: PROTECTED AREAS AND WILDLIFE SECTOR			SECTION XIII
TOPIC : PROTECTED AREAS MANAGEMENT			Page 121 of 123
ACTIVITY	LIMITS OF AUTHORITY	APPROVING AUTHORITY	RELEVANT ISSUANCES
8. Agreements involving technical assistance for biodiversity conservation	With or without funding from the donor - up to ₱ 1 million - More than ₱ 1 million	PAWB Director Secretary	
9. Designation of PASU and other PA staff		RED	DMO No. 18, s. 1994
10. Maps of PAs		Secretary	DMC 22, s. 102
11. Permits and Fees	Special Uses for specific activities, i.e., filming, video taping, spiritual and other recreational activities	PAMB/PASu	
	Requests for the use of protected areas for scientific purposes prior to the issuance of research agreements	PAMB	
	Protected area users fee (in consultation with other stakeholders)	PAMB	
	Developments inside protected areas in accordance with the General Management Planning Strategy (GMPS)	PAMB	

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SUBJECT: DISTRIBUTION LIST

SECTION XV

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Secretary

All Undersecretaries

All Assistant Secretaries

Head Executive Assistant

All Bureau Directors

All Assistant Directors

All Regional Executive Directors

All Regional Technical Directors

All Service Directors

All PENROs

All CENROs