

**DENR Administrative Order
No. 05
September 8, 1988**

SUBJECT : Delegation of Authority to the Project Managers/ Project Leaders of DENR Special Projects

In the interest of the service, and in order to achieve greater efficiency and effectiveness in the implementation of DENR Special Projects, the following administrative/financial functions are hereby delegated to the Project Managers/Project Leaders of Special Projects:

1. Approve Travel Orders and Itinerary of Travel of project personnel covering official trips for a period not exceeding fifteen (15) days, subject to an approved Travel Plans;
2. Recommend the approval of monthly/quarterly plantilla of appointments of project personnel;
3. Approve payrolls, and enter into contract of labor for the implementation of project activities;
4. Approve RIVs, Purchase/Letter Orders for emergency purchases of necessary supplies and materials, covering amounts not exceeding TWENTY FIVE THOUSAND PESOS (P25,000.00) per quarter, provided that no splitting of requisition, purchases shall be made;
5. Approved Disbursement Vouchers for payment of project expenditures covering amounts not exceeding TWENTY FIVE THOUSAND PESOS (P25,000.00), except for payment of telephone bills, office space rentals, repairs and maintenance of motor vehicles which shall be limited to TEN THOUSAND PESOS (P10,000.00) only per quarter; and
5. Countersign checks issued by the Deputized/Special Disbursing Officer in payment of project expenses.

The exercise of the above functions, shall in all cases, be subject to the monthly/quarterly/annual Work and Financial Plans, Travel Plans and

Procurement Plans approved by the Secretary, or his duly authorized representative, and to national/agency policies, laws, rules and regulations pertinent thereto.

This Order shall take effect immediately and amends, supersedes or revokes any orders or issuances not consistent herewith.

(SGD.) FULGENCIO S. FACTORAN, JR.
Secretary