

**DENR Memorandum Circular  
No. 3  
March 18, 1988**

**SUBJECT : Delegation of Authority to Regional  
Executive Director and other Officials**

Pursuant to existing laws and in order to achieve greater efficiency and effectiveness in the conduct of official business in the Regional Office Proper, it is directed that the hereunder specific personnel and financial functions be performed by the Regional Executive Directors and other officials, in addition to their regular duties, as indicated.

SPECIFIC FUNCTIONS	PERFORMING OFFICIALS	
	<u>Recommending Official</u> (Signature or initial)	<u>Approving Official</u>
PERSONNEL MATTERS		
1. Appointment and Renewal of Casual	Regional Director for Sectoral Personnel Technical (RTD) for Adm. Services Chief for Gen. Adm. Personnel	Regional Director (RED) Executive
2. Designation, detail or re-assignment of regional officials and employees		
2.1 within the region	-do-	RED
2.2 within the area	RED	ASEC for Operations concerned
2.3 to Regions in others areas	RED and ASEC concerned	USEC for Field Operations
2.4 to Staff bureaus	RED, ASEC and BUREAU Director concerned	USEC concerned
2.5 to the DENR Proper	RED, ASEC and USEC concerned	Secretary
2.6 to other agencies	RED, ASEC and USEC concerned	Secretary
3. Request for permission to teach and exercise a profession outside of office hours	RTD concerned for Sectoral Employees Adm. Services Chief for Gen. Adm. Personnel	RED

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|---|--|---|---|
| 4.  | Request for transfer to other government offices by regional officials and employees, Division Chief and below | Administrative Service Chief  | RED   |
| 5. Application for leave of absence with or without communication as well as maternity leave with or without pay of officials and employees with rank of Division Chief and below |  |   |   |
| -   | 10 days absence  | Division Chief concerned  | RTD concerned for Sectoral Employees Administrative Service Chief for General Administration Employees                |
| -   | more than 10 days  | RTD concerned for Sectoral Employees Employees<br><br>Administrative Service Chief for General Administration Employees | RED or RTD concerned or in cases where there are no Appointed RTD concerned<br><br>any RTD that the RED may designate |
| -   | more than 30 days  | -do-  | RED   |

Leaves of RTDs

- |   |  |                               |                               |
|---|--|-------------------------------|-------------------------------|
| - | 15 days or less                          |                               | RED                           |
| - | more than 15 days, not more than 30 days | RED                           | ASEC for Operations concerned |
| - | more than 30 days                        | ASEC for Operations concerned | USEC for Field Operations     |

Leaves for REDs

- 15 days or less ASEC for Operations concerned
- more than 15 days, not more than 30 days ASEC for Operations Concerned USEC for Field Operations
- more than 30 days USEC for Field Operations Secretary
- 6. Notifications of Employees who are absent without official leave Administrative Chief RED
- 7. Application for retirement, resignation or dropping from the service of officials and employees in the regional office RED USEC for Field Operations
- 8. Clearance of officials and employees, Division Chief and below Administrative Chief RED
- 9. Participation in Local seminars, in-service training, workshop
- within the Region RTD Concerned or Division Chief in the case of General Adm. Employees RED
- Outside of Region within area RED ASEC for Operations concerned
- other training outside of area RED ASEC for Operations concerned

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|-----|---|---|--|
| 10. | Attendance in Local academic scholarship  | RED, HRD Service Chief, Scholarship Committee and ASEC for Mgt. Services                            | USEC for Field Operations                |
| 11. | Foreign Travels   | RED, HRD Service Chief, Scholarship Committee, ASEC for Mgt. Services and USEC for field Operations | Secretary                                |
| 12. | Notice of Adjustment of salaries and payment pursuant to Budget Circulars and other laws, and regulations provided these laws have been previously approved by the Department of higher authorities | Regional Personnel Officer and Adm. Services Chief<br>-   | RED                                      |
| 13. | Request for reclassification and upgrading of position of officials and employees   | RED, USEC for Field Operations Adm. Service Chief (Department Proper), ASEC for Mgt. Services       | USEC for Legal Affairs and Mgt. Services |
| 14. | Grant of merit increase to deserving employees  | Division Chief & RTD Concerned, Committee on Incentives and Awards                                  | RED                                      |
| 15. | Investigation of Adm. Complaints against employee in the region   |   | RED                                      |

1. Suspension of Employees

- for not more than 30 days for causes provided by law      Investigating Committee      RED
- for more than 30 days not less than 60 days      RED and ASEC for Operations concerned      USEC for Field Operations
- more than 60 days to limits allowed by law      RED and ASEC concerned; USEC for Field Operations      Secretary

Financial Matters

Payrolls and vouchers covering payment of salaries, wages, and other claims for compensation of officials and employees in the region      Administrative Services Chief/RTD concerned      RED or RTD concerned or in cases where there are no appointed RTD concerned any RTD that the RED may designate

1. Request for obligations of Allotment (ROA)      RTD concerned for Sectoral Expenses      RED
- Finance Service Chief for General Adm. Expenditures

(The Budget Officer shall prepare and initial the ROA)

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|---|--|---|---|
| 3.  | Granting authority and payment of meal allowance to employees required to render overtime services for a period of not exceeding three (3) months including payment of overtime pay, subject to existing laws, policies, rules and regulations as may be imposed by the Secretary and/or other higher competent authority. | RTD concerned; Service Chief; Finance Service Chief for their respective Groups | RED   |
| 4. Local travel with the Region           |  |   |   |
| 4.1 One month or less travel of personnel |  |   |   |
| -   | Travel of Personnel, Division Chief and below  | Division Chief  | RTD concerned for sectoral employees<br>RED for other employees |
| -   | Travel of Regional Technical Director  |   | RED   |
| -   | Travel of RED  |   | RED   |
| 4.2 more than one month                   |  |   |   |
|   |  | RED, ASEC and USEC concerned  | Secretary   |

5. Local travel outside the region
- 5.1 One month or less
- Travel of Personnel, Division Chief and below RTD concerned RED
  - Travel of Regional Technical Director RED
  - Travel of RED ASEC for Field Operations concerned USEC for Field Operations or ASEC for Field Operations if delegated. Secretary
- 5.2 More than one month RED, ASEC and USEC concerned
6. Miscellaneous Contractual Services including subscription to periodicals
- P50,000 and below Administrative Service Chief RED or RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate
  - more than P50,000 to not more than P200,000 RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate RED
  - more than P200,000 to not more than P500,000 RED USEC for Field Operations
  - more than P500,000 USEC for Field Operations Secretary

7. Requisition and Issue Voucher for supplies and equipment, subject to existing policies, rules and regulations and such restrictions as may be imposed by higher authority.

- P50,000 and below at one time      Administrative Service Chief      RED or RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate
- more than P50,000 to not more than P200,000      RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate      RED
- more than P200,000 to P500,000      RED      USEC for Field Operations
- more than P500,000      USEC for Field Operations      Secretary



8. Purchase Orders and Voucher for payment of supplies and equipment
- P50,000 and below at one time      Administrative Service Chief      RED or RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate  
RED
  - more than P50,000 to not more than P200,000      RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate
  - more than P200,000 to P500,000      RED      USEC for Field Operations
  - more than P500,000      USEC for Field Operations      Secretary
9. Application for Bonding of officials and employees      Finance Service Chief      RED
10. Granting Authority to Hold Cash Advance      Finance Service Chief      RED

11. Signing and Counter-signing of checks

- P5,000 and below      Cashier      RED or RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate
- More than P5,000 to P50,000      Finance Service Chief      RED or RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate
- Above P50,000 to P200,000      RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate      RED
- Over P200,000 to P500,000      RED      USEC for Field Operations
- more than P500,000      USEC for Field Operations      Secretary

12. Cash Advance for Salaries and Wages

- P100,000 and below      Finance Service Chief      RED
- More than P100,000      RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate      RED

13. Vouchers Covering Cash Advance of Special Disbursing Officers
- P50,000 and below Finance Service Chief RTD Concerned
  - more than P50,000 to P200,000 RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate RED
  - more than P200,000 to P500,000 RED USEC for Field Operations
  - more than P500,000 USEC for Field Operations Secretary
14. Vouchers for Credit to Cash Advances of Special Disbursing Officer Finance Service Chief/RTD concerned RED
15. Vouchers and supporting documents for payments of contracts or agreements and other services Finance Service Chief RTD Concerned
- P50,000 and below RTD concerned or in cases where there are no appointed RTD concerned, any RTD the RED may designate RED
  - more than P50,000 to P200,000 RED USEC for Field Operations
  - more than P200,000 to P500,000 USEC for Field Operations
  - more than P500,000 Secretary

16. Vouchers, Checks and supporting documents concerning remittances to GSIS, BIR and other government offices, regardless of amounts Finance Service Chief RED

(Note: The ROA should be prepared and initialed by the Budget Officer)

17. Acceptance of donations and contributions for the Regional Offices from other government offices private associations/foundations and/or International Agencies subject to pertinent rules and regulations Finance Service Chief RED

In addition to the above-enumerated delegated authority and pending the complete and full reorganization of the DENR Regional Offices, the Regional Executive Director shall perform such other functions and duties normally exercised by the former Bureau Regional Directors.

**(Sgd.) FULGENCIO S. FACTORAN, JR.**  
Secretary