

**Administrative Order
No. 49
May 25, 1990**

SUBJECT: Delegation of Authority to Officials Involved in the Implementation of the Palawan Integrated Area Development Project (PIADP)-DENR Component and the RP-Japan Crocodile Farming Institute (CFI)

1. In line with the decentralization thrust of the Department and in order to streamline and strengthen the functional relationships among various DENR Offices/ units involved in the implementation of the Palawan Integrated Area Development Project (PIADP) - DENR Component and the RP-Japan Crocodile Farming Institute (CFI), for greater effectiveness and efficiency in project operations, the following specific functions and authorities are hereby delegated to the concerned officials, to wit:

SPECIFIC FUNCTION

PERFORMING OFFICIALS

**Recommending
Official**

**Approving
Official**

- a. Appointment/Designation or removal of Project Managers (PM)/Project Directors (PD), Asst. Project Managers (APM)/Deputy Project Directors (DPD)

Regional Executive Director (RED) through Asst. Secretary (ASEC) for FASPO, Undersecretary (USEC) for PPPMO and Undersecretary for Field Operations

Secretary

- b. Designation, removal, re-assignment of personnel (regular/permanent) detailed in the Project below the rank of APM/DPD

- b.1 personnel from Central and other Regional Offices

PM/PD thru FD

ASECs concerned

- b.2 personnel from Regional/ Provincial Office (Region 4)

PM/PD thru Provincial Env't. and Natural Resources Officer (PENRO)

RED

- c. **Appointment or removal of contractual//casual project personnel**
- c.1 casual/emergency personnel Project Administrative Officer PM/PD
- c.2 contractual personnel PM/PD thru PENRO RED
- d. **Approval of Work and Financial Plan, Travel Plan, Procurement Plan including evisions/re-alignment thereof**
- d.1 Annual W & F Plans PM/PD thru RED ASEC for FASPO
- d.2 Monthly/Quarterly W & F Plans PM/PD thru PENRO RED (cc: ASEC for FASPO)
- d.3 Monthly/Quarterly Travel/ Procurement Plans PM/PD PENRO
- e. **Travel orders and itinerary of travels**
- e.1 Project Manager/Project Director PENRO
- e.2 Project Personnel APM/DPD PM/PD
- f. **Approval of Cash Advances for payment of project expenses**
- f.1 **personal services**
- f.1.1 cash advance covering amounts not exceeding P200,000.00 PM/PD PENRO
- f.1.2 cash advance covering amounts above P200,000.00 but not exceeding P300,000.00 PM//PD thru PENRO RED
- f.1.3 cash advance covering amounts above P300,000.00 but not exceeding P500,000.00 ASEC FASPO USEC for PPPMO

f.1.4	cash advance above P500,000.00	USEC PPMO	Secretary
f.2	non-personal services		
f.2.1	cash advance not exceeding P20,000.00	PM/PD	PENRO
j.	Contract for Civil Works awarded thru local/international competitive bidding		
j.1	not more than P300,000.00	PM/PD thru PENRO	RED
j.2	more than P300,000.00 but not exceeding P500,000.00	RED/ASEC for FASPO	USEC for PPPMO
j.3	more than P500,000.00	USEC for PPPMO	Secretary
k.	Approved Authority including Awarding of contract for Civil Works to be implemented by administration/force account		
k.1	not exceeding P200,000.00	PM/PD	PENRO
k.2	above P200,000.00 but not exceeding P300,000.00	PM/PD thru PENRO	RED
k.3	above P300,000.00 but not exceeding P500,000.00	RED/ASEC for FASPO	USEC for PPPMO
k.4	above P500,000.00	USEC for PPPMO	Secretary
l.	Plans, Designs/Specifications and Cost Estimates for Civil Works and Equipment		
l.1	not exceeding P200,000.00	PM/PD	PENRO
l.2	above P200,000.00	PM/PD	RED

- m. **Change Orders/Extra Work Orders on Civil Works**
- | | | | |
|-----|--|-----------------------------------|-------------------|
| m.1 | not exceeding P50,000.00 | PM/PD | PENRO |
| m.2 | above P50,000.00 but not exceeding P75,000.00 | PM/PD thru PENRO | RED |
| m.3 | above P75,000.00 but not exceeding P125,000.00 | PM/PD thru RED,
ASEC for FASPO | USEC for
PPPMO |
| m.4 | above P125,000.00 | PM/PD thru USEC
For PPPMO | Secretary |
- n. **Cancellation and/or termination of on-going contracts and prosecution thereof for damages arising from breach of the same**
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|-----|---|-----------------------------------|-------------------|
| n.1 | not exceeding P300,000.00 | PM/PD thru PENRO | RED |
| n.2 | above P300,000.00 but not exceeding P500,000.00 | PM/PD thru RED,
ASEC for FASPO | USEC for
PPPMO |
| n.3 | above P500,000.00 | PM/PD thru USEC
for PPPMO | Secretary |
- g. **RIV's and purchase/letter orders for office, nursery, agricultural animal, supplies and materials including contracts for non-personal services, provided that no splitting of requisitions, purchases/services shall be made**
- | | | | |
|-----|---|------------------|-------------------|
| g.1 | amounts not exceeding P100,000.00 | APM/DPD | PM/PD |
| g.2 | above P100,000.00 but not exceeding P200,000.00 | PM/PD | PENRO |
| g.3 | above P200,000.00 but exceeding P300,000.00 | PM/PD thru PENRO | RED |
| g.4 | above P300,000.00 but not exceeding P500,000.00 | ASEC FASPO | USEC for
PPPMO |
| g.5 | above P500,000.00 | USEC PPPMO | Secretary |

h. ROA and Disbursement Vouchers for payment of project expenses

h.1	not exceeding P100,000.00 (except ROA)	APM/DPD	PM/PD
h.2	above P100,000.00 but not exceeding P200,000.00	PM/PD	PENRO
h.3	above P200,000.00 but exceeding P300,000.00	PM/PD thru PENRO	RED
h.4	above P300,000.00 but not exceeding P500,000.00	ASEC FASPO	USEC for PPPMO
h.5	above P500,000.00	USEC PPPMO	Secretary

i. Signing of checks

i.1	for amounts not exceeding P5,000.00	Cashier as countersigning official (C.O)	APM/DPD if detailed Admin. Offcr. (PENRO Off.)
i.2	above P5,000.00 to P100,000.00	APM/DPD, if detailed Permanent otherwise Admin Officer as C.O.	PM/PD if de- tailed per- manent otherwise PENRO
i.3	above P100,000.00 but not exceeding P200,000.00	PM/PD if detailed permanent otherwise Admin Officer as C.O.	PENRO
i.4	above P200,000.00 but not exceeding P300,000.00	PENRO as C.O.	RED
i.5	above P300,000.00 but not exceeding P500,000.00	RED as C.O.	USEC for PPPMO
i.6	above P500,000.00	USEC for PPPMO as C.O.	Secretary

- o. **Participation/Nomination of project personnel in local seminars, in-service trainings, workshops, conferences, scholarships, etc.**
 - o.1 within the province PM/PD PENRO
 - o.2 within Region IV PM/PD thru PENRO RED
 - o.3 National (and other Regions) PM/PD/PENRO thru RED ASEC for FASPO

- p. Foreign Travels (Project-related) PM/PD/PENRO/RED/ ASEC for FASPO/ USEC for PPPMO thru DENR Scholarship Committee Secretary

The RED/PENRO and other offices/units concerned are hereby directed to provide assistance to the project with the required technical and administrative/fiscal facilities and personnel in order to carry out effectively and efficiently the above delegated authorities.

All other provisions of A.O. 17 series of 1988, as amended, and/or other DENR issuances relative to implementation of foreign-assisted projects which are consistent with the above delegated authorities shall remain applicable for the above projects.

This order shall take effect immediately and shall remain in force unless otherwise revoked/repealed in writing.

FULGENCIO S. FACTORAN, JR.
Secretary