

**Administrative Order  
No. 52  
June 4, 1990**

**SUBJECT: Amending Department Administrative Order Nos. 116 and 116-A Regarding Delegation of Authority Related To ADB and OECF Assisted Forestry Sector Program**

Pursuant to DENR MEMORANDUM CIRCULAR NUMBER 23, Series of 1989, DENR Administrative Order Nos. 116 and 116A, Series of 1989 are hereby amended in order to effectively implement the Central Office operation of the National Forestation Program (NFP) to be coordinated by the Special Concerns Office and the National Program Coordinating Office (NPCO). The following functions are hereby assigned/delegated to the respective officials concerned:

**PERFORMING OFFICIALS**

|   | <b>RECOMMENDING APPROVAL</b>   | <b>APPROVING OFFICIALS</b>                                |
|---|--|---|
| <b>Specific Functions<br/>Administrative/Financial Matters</b>  |  |   |
| <b>A. Designation, reassignment removal of personnel detailed to the Project below the rank of Asst. Prog. Coordinator</b>                        | <b>NPCO<br/>Acting Program Coordinator or Asst. Program Coordinator and Adm. Service Chief</b> | <b>SCO Director</b>                                       |
| <b>B. Appointment or removal of Contractual/Casual Personnel (subject to prior clearance from Office of the Secretary and Adm. Service Chief)</b> | <b>NPCO<br/>Actg. Program Coordinator or Asst. Program Coordinator</b>                         | <b>SCO Director</b>                                       |
| <b>C. Approval of Work &amp; Financial Plan, Procurement Plan, Travel Plan including revisions/realignment thereof</b>                            |  |   |
| <b>c.1 Annual Plan</b>  | <b>NPCO Actg. Program Coordinator or Asst. Program Coordinator and Dept. Budget Officer</b>    | <b>ASEC for FASPO<br/>USEC for PPPMO<br/>SCO Director</b> |

|     |   |   |  |
|-----|---|---|--|
| c.2 | Monthly/Quarterly Plan  | NPCO Actg. Prog. Coord. or Asst. Program Coord. and HRD Service Chief | SCO Director                           |
| D.  | Participation/nomination of project personnel in local seminars, in-service training, workshop, Conference, Scholarship, etc. | NPCO Actg. Prog. Coord. or Asst. Program Coord. and HRD Service Chief | SCO Director                           |
| E.  | Allocation/use of Program Based equipment & vehicles  | NPCO Actg. Prog. Coord. and SCO Director                              | USEC Field Operations or Secretary     |
| F.  | Approval of Travel Orders, Itinerary of Travel, and PAL orders  | NPCO Asst. Prog Coordinator   | NPCO Acting Program Coordinator        |
| G.  | Authority to enter into Contract Reforestation & other NFP related Contracts of   |   |  |
|     | not more than 500 ha.   | NPCO Acting Program Coordinator or Asst. Program Coordinator          | ASEC for Mgt. Services or SCO Director |
| -   | more than 500 ha. but not exceeding 750 has.  | SCO Director/Asec for Management Services                             | USEC for Field Operations              |
| -   | more than 750 ha. but not exceeding 2,000 ha.   | USEC for Field Operations   | Secretary                              |

The herein delegated authority applies both to contracts awarded through bidding as well as those awarded through negotiation without prejudice, with regard to the latter, to the provisions of Sec. 2, Executive Order No. 301.

H. Financial Matters

**I. Request for Obligation of Allotment and Voucher for Payment**

- |   |  |   |   |
|---|--|---|---|
| - | not more than P 50,000                       | NPCO Assistant<br>Program Coordinator                           | Acting<br>Program<br>Coordinator                      |
| - | more than P 50,000 but<br>not exceeding P 1M | NPCO Acting<br>Program Coord.<br>or Assistant<br>Program Coord. | Asec for<br>Management<br>Services or SCO<br>Director |
| - | more than P 1M but not<br>exceeding P 2M     | Asec for Mgt.<br>Services or SCO<br>Director                    | USEC for PPPMO<br>or USEC for Field<br>Operations     |
| - | more than P 2M                               | USEC for PPPMO or<br>USEC for Field Operations                  | Secretary   |

**II. Signing & Counter-signing of Checks**

- |   |  |  |   |
|---|--|--|---|
| - | not more than P 50,000<br>Program Coord. |  | NPCO Acting                                   |
| - | not more than P 1M                       |  | Asec for Mgt.<br>Services or<br>SCO Director  |
| - | not more than P 2M                       |  | USEC for PPPMO<br>or USEC Field<br>Operations |
| - | more than P 2M                           |  | Secretary                                     |

The ASEC for FASPO and USEC for PPPMO will still coordinate with the concerned funding institutions in coordination with the NPCO Acting Program Coordinator and SCO Director who is Chairman of the Program Steering Committee.

This Order shall take effect immediately and repeals/ supersedes or revokes any orders or issuance inconsistent herewith.

**FULGENCIO S. FACTORAN, JR.**  
Secretary