

**DENR Administrative Order
No. 97-31
September 29, 1997**

**SUBJECT : Delegation of Authorities/Functions to
Officials Involved in the Implementation
of the Crocodile Farming Institute (CFI)**

In order to streamline and strengthen the functional relationships among various DENR Offices/Units involved in the implementation of the Crocodile Farming Institute (CFI) Project, and to ensure greater effectiveness and efficiency in Project operations, the following specific functions and authorities are hereby delegated to the concerned officials, to wit:

	SPECIFIC FUNCTIONS	PERFORMING OFFICIALS	
		Recommending Officer	Approving Officer
A.	Designation or removal of Project Director (PD)/Assistant Project Director (APD)	Undersecretary for Environment and Programs Development (UEPD)	Secretary
B.	Designation, re-assignment of personnel detailed in the Project below the rank of PD/APD	Assistant Project Director	Project Director
C.	Appointment or removal of contractual/casual Project personnel	Project Director	PENRO

D.	Approval of Work and Financial Plan, Travel Plan, Procurement Plan including revisions/realignment thereof	PD thru PENRO	UEPD
E.	Travel Orders and Itineraries of Travel		
	E.1 Seven (7) days or less		
	e.1.1 Project Director		PENRO
	e.1.2 Project Personnel	Project Director	PENRO
	E.2 More than seven (7) days but not to exceed one calendar month		
	e.2.1 Project Director		Assistant Secretary for Management and International Environmental Affairs
	e.2.2 Project Personnel	Project Director	— do —
F.	Approval of Cash Advances for payments of Project expenses		

	f.1 not exceeding P300,000	Project Director	PENRO
	f.2 above P300,000 but not exceeding P500,000	PENRO thru Asec for Management Services	UEPD
	f.3 above P500,000	UEPD	Secretary
G.	RIV's and purchase/ letter orders for office, nursery, agricultural, animal, supplies and materials including contracts for non- personal service, provided that no splitting of requisitions, purchases/services shall be made		
	g.1. not exceeding P300,000	Project Director	PENRO
	g.2 above P300,000 but not exceeding 500,000	PENRO thru Asec for Management Services	UEPD
	g.3 above P500,000	UEPD Secretary	
H.	ROA and Disbursement Vouchers for payment of Project expenses		
	h.1 not exceeding P300,000	Project Director	PENRO

	h.2 above P300,000 but not exceeding P500,000	PENRO thru Asec for Management Services	UEPD
	h.3 above P500,000	UEPD	Secretary
I.	Signing of Checks		
	I.1 not exceeding P300,000	Project Director	PENRO
	I.2 above P300,000 but not exceeding P500,000	PENRO thru Asec for Management Services	UEPD
	I.3 above P500,000	UEPD	Secretary
J.	Contract for civil works awarded thru local/ international competitive bidding		
	j.1 not exceeding P300,000	Project Director	PENRO
	j.2 more than P300,000 but not exceeding P500,000	PENRO thru Asec for Management Services	UEPD
	j.3 above P500,000	UEPD	Secretary
K.	Plans, designs/specification and cost estimates for civil works and equipment		

	k.1 not exceeding P300,000	Project Director	PENRO
	k.2 more than P300,000 but not exceeding P500,000	PENRO thru Asec for Management Services	UEPD
	k.3 above P500,000	UEPD	Secretary
L.	Approval of Authority including awarding of contract for civil works to be implemented by administration/force account		
	l.1 not exceeding P300,000	Project Director	PENRO
	l.2 more than P300,000 but not exceeding P500,000	PENRO thru Asec for Management Services	UEPD
	l.3 above P500,000	UEPD	Secretary
M.	Change orders/extra work orders on civil works		
	m.1 not exceeding P300,000	Project Director	PENRO
	m.2 more than P300,000 but not exceeding P500,000	PENRO thru Asec for Management Services	UEPD

	m.3 above P500,000	UEPD	Secretary
N.	Cancellation and/or termination of on-going contracts and prosecution thereof for damages arising from breach of the same		
	n.1 not exceeding P300,000	Project Director	PENRO
	n.2 more than P300,000 but not exceeding P500,000	PENRO thru Asec for Management Services	UEPD
	n.3 above P500,000	UEPD	Secretary
O.	Participation/nomination of Project personnel in local seminars, in-service training, workshop, conference, etc.		
	o.1 within the province	Project Director	PENRO
	o.2 national (and other regions)	PENRO thru Asec for Management Services	UEPD
P.	Foreign Travels (Project-related)	UEPD	Secretary

The Undersecretary for Environment and Programs Development PENRO-Puerto Princesa City and other Offices/units concerned are hereby directed to carry out effectively and efficiently the above delegated authorities.

This Order shall take effect immediately and supersede all Orders inconsistent herewith.

(Sgd.) VICTOR O. RAMOS
Secretary