

**DENR Administrative Order
No. 2000 - 59
July 14, 2000**

**SUBJECT : Amendments To The Manual Of
Approval Per Administrative
Order No. 2000-11**

In order to streamline and promote better coordination of the administrative and financial operations between Bureaus and DENR Central Office consonant to the staffing pattern modifications as per DBM Circular Letter No. 2000-4, the following provisions in Administrative Order No. 2000-11 dated 08 February 2000 are hereby amended:

SUBJECT: FINANCE			
TOPIC : DISBURSEMENT VOUCHER (DV)			
DESCRIP- TION	LIMITS OF AUTHO- RITY	RECOMMEN DING APPROVAL (Box A)	APPROVING AUTHORITY (Box C)
Bureau MOOE/CO	Up to P1.0M Above P1.0M to P5.0M Above P5.0M	Chief, GSD Chief, GSD Chief, GSD	FMS/Admin. Director ASEC MSO Secretary

<p>SUBJECT: FINANCE</p> <p>TOPIC : REQUEST FOR OBLIGATION OF ALLOTMENT (ROA)</p>			
DESCRIP-TION	LIMITS OF AUTHORITY	RECOMMEN-DING APPROVAL (Box A)	APPROVING AUTHORITY (Box C)
<p>Bureau</p> <p>MOOE/CO</p>	<p>- up to P100,000</p> <p>- up to P500,000</p> <p>- up to P5.0M</p> <p>- above P5.0M</p>	<p>Chief, Budget Division</p> <p>FMS, Director</p> <p>ASEC, MSO</p> <p>Secretary</p>	<p>Bureau Accountant</p> <p>Bureau Accountant</p> <p>Bureau Accountant</p> <p>Bureau Accountant</p>

SUBJECT: FINANCE			
TOPIC : CHECKS			
DESCRIPTION	LIMITS OF AUTHORITY	RECOMMENDING APPROVAL (Box A)	APPROVING AUTHORITY (Box C)
Bureau	- Up to P1.0M - Above P1.0M to - above P5.0M	Bureau Cashier Bureau Cashier Bureau Cashier	FMS/Admin. Director ASEC MSO Secretary

<p>SUBJECT: FINANCE</p> <p>TOPIC : REQUISITION AND ISSUE VOUCHER (RIV)</p>			
DESCRIP-TION	LIMITS OF AUTHORITY	RECOMMEN-DING APPROVAL (Box A)	APPROVING AUTHORITY (Box C)
<p>Bureau</p> <p>-Repair</p> <p>- Assigned vehicle</p> <p>- Gen. Dispatch Vehicle</p> <p>- Procurement</p>	<p>- Up to P0.5M</p> <p>- Up to P10.0M</p> <p>- Above P10.0M</p>	<p>End-user (Bureau)</p> <p>Chief, GSD</p> <p>Chief, GSD</p> <p>Chief, GSD</p> <p>End-user</p>	<p>Bureau Director</p> <p>Admin. Director</p> <p>ASEC, MSO</p> <p>Secretary</p> <p>Bureau Director</p>

SUBJECT: FINANCE			
TOPIC : PURCHASE ORDER (P.O.)			
DESCRIP- TION	LIMITS OF AUTHOR ITY	RECOMMEN DING APPROVAL (Box A)	APPROVING AUTHORITY (Box C)
Bureau	- Up to P1.0M	Bureau Accountant	Dir. Admin. Service
	- Up to P5.0M	Bureau Accountant	ASEC MSO
	- Above P5.0M	Bureau Accountant	Secretary

SUBJECT: ADMINISTRATIVE		
TOPIC : DESIGNATION OF OFFICERS-IN-CHARGE		
DESCRIPTION	RECOMMENDING APPROVAL	APPROVING AUTHORITY (Box C)
BUREAU Division Chief Level 5 days leave of absence/official travel	Assistant Director	Director
Exceeding 5 days of absence/official travel	Director	Secretary
Note: All issuance shall be cleared and numbered by the Office of the Secretary except for designation of Officers-in-Charge in the Bureaus that entails five days only.		

This Order takes effect immediately and all other provisions of Administrative Order No. 2000-11 consistent to this Order shall remain enforced.

(Sgd.) ANTONIO H. CERILLES
Secretary