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REPUBLIKA NG PILIPINAS
PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
LUNGSOD NG QUEZON

MC # 12, s. 1984

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION DIRECTORS, PROJECT MANAGERS, OPERATION MANAGERS, PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS, PROJECT ENGINEERS, AND OFFICERS-IN-CHARGE, AND ALL OTHERS CONCERNED
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : REVISED DELEGATED AUTHORITIES

FOR YOUR INFORMATION, GUIDANCE AND EASY REFERENCE, ATTACHED IS THE REVISED LIST OF AUTHORITIES DELEGATED TO OFFICIALS IN THE AGENCY FROM ASSISTANT ADMINISTRATORS TO PIE LEVEL. THIS MEMORANDUM CIRCULAR INCORPORATES MC # 35, s. 1983 AND PREVIOUS OTHER ISSUANCES. ACCORDINGLY IT MODIFIES EXISTING ISSUANCES OR PARTS OF AN ISSUANCE THAT CONTRADICT PROVISIONS APPROVED IN THIS MEMORANDUM CIRCULAR.

THIS MEMORANDUM CIRCULAR TAKES EFFECT IMMEDIATELY.

STRICT COMPLIANCE IS ENJOINED.

(SGD.) CESAR L. TECH
ADMINISTRATOR

MAY 3, 1984

ATT.: REVISED LIST OF AUTHORITIES DELEGATED

PNK/5484

REVISED LIST OF AUTHORITIES DELEGATED TO OFFICIALS BELOW
THE ADMINISTRATOR

PART I - TECHNICAL MATTERS THAT MAY BE APPROVED OR SIGNED

1. PLANS OF IRRIGATION PROJECTS INCLUDING DETAILED ENGINEERING PLANS,
PROVIDED THAT OVERALL PLAN IS APPROVED BY THE ADMINISTRATOR

- A. ASSISTANT ADMINISTRATOR - PLANS FOR LOCALLY-FUNDED NATIONAL PROJECTS AND FOR CIPs WITH FOREIGN ASSISTANCE, INCLUDING GENERAL PROFILE OF MAIN CANAL, LATERAL AND INTRASITE ROADS, IRRIGATION AND DRAIN NETWORKS, CPM NETWORK AND SCHEDULE OF PROJECT IMPLEMENTATION.

- PROFILE OF MAIN CANAL, LATERAL AND INTRASITE ROADS OF FOREIGN-ASSISTED PROJECTS.

- / B. RID/OPERATION MANAGER/PROJECT MANAGER - PLANS FOR LOCALLY FUNDED CIPs, STANDARD PLANS, AND PLANS FOR TURNOUTS AND TERMINAL FACILITIES, PROVIDED THAT A COPY OF ALL PLANS APPROVED IN THE FIELD SHALL BE FORWARDED TO CENTRAL OFFICE WITHIN 30 DAYS.

2. DESIGN OF STRUCTURES

- A. ASSISTANT ADMINISTRATOR - CONCEPTUAL DESIGN AND DESIGN CRITERIA; DESIGN OF DAMS 10 METERS HIGH OR LESS; DESIGN OF MAJOR AND COMPLEX STRUCTURES AND ALL STRUCTURES COSTING OVER P750,000 UP TO P2 M.

- B. MANAGER, DESIGN & SPECIFICATIONS DEPARTMENT - DESIGN OF LESS COMPLEX STRUCTURES REQUIRING SPECIAL PLANS.

- / C. RID/OPERATION MANAGER/PROJECT MANAGER - SIMPLE AND LESS COMPLEX STRUCTURES PROVIDED THAT NO SINGLE STRUCTURE COSTS MORE THAN P750,000.

3. CHANGES IN APPROVED CONSTRUCTION PLANS

- A. ASSISTANT ADMINISTRATOR - MAJOR CHANGES UP TO P1 M.

- / B. RID/OM/PM - TENTATIVELY MINOR CHANGES COSTING UP TO P500,000 IN PLANS APPROVED BY CENTRAL OFFICE, PROVIDED THAT A COPY OF THE CHANGE IS SENT IMMEDIATELY TO CENTRAL OFFICE. IF WITHIN 15 DAYS NO COMMENT/DISAPPROVAL IS RECEIVED, THE TENTATIVE APPROVAL BECOMES FINAL.

4. PROGRAM OF WORK - PROVIDED OVERALL PROGRAM OF WORK IS APPROVED BY
CENTRAL OFFICE

- A. ASSISTANT ADMINISTRATOR - UP TO P1 MILLION

- / B. RID/OM/PM - UP TO P500,000, PROVIDED THAT A COPY OF THE PROGRAM OF WORK IS SENT TO CENTRAL OFFICE WITHIN 15 DAYS.

TECHNICAL MATTERS

5. REQUEST TO UNDERTAKE FORCE ACCOUNT WORK

A. ASSISTANT ADMINISTRATOR - UP TO P1 MILLION.

6. CONSTRUCTION CONTRACT THRU DOMESTIC BIDDING

NOTE: RESOLUTION ON AWARD OF CONTRACT IS SIGNED BY THE RESPECTIVE BIDDING COMMITTEES AND IS APPROVED BY THE ADMINISTRATOR ONLY.

A. ASSISTANT ADMINISTRATOR - ENTERS INTO CONTRACT AND SIGNS SAID CONTRACT UP TO P5 MILLION, PROVIDED THAT ALL CONSTRUCTION CONTRACTS OVER P1 MILLION HAVE BEEN PREVIOUSLY APPROVED BY THE ADMINISTRATOR.

NOTE: THE IMPLEMENTATION OF THIS PROVISION RESTS WITH THE ASST. ADMINISTRATOR FOR ADMINISTRATIVE SERVICES. THE LEGAL DEPARTMENT SHALL PREPARE CONTRACTS IN ACCORDANCE WITH THE LIMITS SET BY THIS PROVISION.

7. LOCAL MINOR CONTRACT FOR CIVIL WORKS, PROVIDED AUTHORITY TO ENTER INTO CONTRACT HAS BEEN SECURED FROM THE ADMINISTRATOR AND PROVIDED REQUIREMENTS UNDER MC # 4, s. 1980 HAVE BEEN COMPLIED WITH

A. ASSISTANT ADMINISTRATOR - APPROVES THE CONTRACT.

B. RID/OM/PM - ISSUES NOTICE OF AWARD, SIGNS THE CONTRACT AND THE NOTICE TO PROCEED.

up to P1M per contract

8. VARIATION ORDER ON CONTRACT AWARDED THRU DOMESTIC BIDDING PROVIDED THAT CUMULATIVE TOTAL SHOULD NOT EXCEED 50% OF ORIGINAL CONTRACT PRICE

A. ASSISTANT ADMINISTRATOR - UP TO P250,000.

9. CONTRACT FOR REPAYMENT OF CIPs

A. ASSISTANT ADMINISTRATOR - UP TO P3 MILLION.

B. RID/OM/PM - UP TO P1 MILLION.

10. SUSPENSION OF WORK

A. ASSISTANT ADMINISTRATOR - FOR CONTRACT APPROVED BY HIM.

B. RID/OM/PM - FOR CONTRACT APPROVED BY HIM, PROVIDED THAT COPY OF SUSPENSION ORDER IS FURNISHED TO ASSISTANT ADMINISTRATOR CONCERNED WITHIN 10 DAYS.

C. PIE/IS/PE - FOR CONTRACT APPROVED BY HIM, PROVIDED THAT COPY OF SUSPENSION ORDER IS FURNISHED TO ASSISTANT ADMINISTRATOR CONCERNED WITHIN 10 DAYS.

TECHNICAL MATTERS

PART II - PROCUREMENT AND PROPERTY MATTERS THAT MAY BE APPROVED

1. RIV FOR GOODS AND SERVICES PROCURED THRU EMERGENCY PURCHASE EXCEPT FOR OFFICE EQUIPMENT

- A. ASSISTANT ADMINISTRATOR - UP TO P250,000/RIV.
- B. RID/OM/PM - UP TO P75,000/RIV AND UP TO A TOTAL OF P300,000/MONTH, PROVIDED THAT A COPY OF ALL RIVS APPROVED OVER P30,000 SHALL BE SUBMITTED TO THE AA FOR ADMINISTRATIVE SERVICES, ATTN: PPRD.
- C. PIE/IS/PE - UP TO P30,000/RIV AND P100,000/MO.

2. RIV FOR GOODS AND SERVICES PROCURED THRU PUBLIC BIDDING (EXCEPT OFFICE EQUIPMENT)

- A. ASSISTANT ADMINISTRATOR - UP TO P500,000/RIV. *Revised by aa P 750,000/RIV*
- B. RID/OM/PM - UP TO P200,000/RIV. *P 500,000/RIV*
- C. PIE/IS/PE - UP TO P50,000/RIV. *P 100,000/RIV* *provided no spare part is included in the requisition*

3. RIV FOR OFFICE EQUIPMENT, EXCEPT LUXURY ITEMS SUCH AS AIRCON, CAR, TV, BETAMAX, STEREO, ETC.

- A. ASSISTANT ADMINISTRATOR - UP TO P250,000/RIV.
- B. RID/OM/PM - UP TO P5,000/RIV.
- C. PIE/IS/PE - UP TO P1,000/RIV.

4. AWARD TO SUPPLIER, ORDER, PURCHASE ORDER/SUPPLY CONTRACT

- A. ASSISTANT ADMINISTRATOR - UP TO P250,000. *P 750,000*
- B. PPRD MANAGER - UP TO P100,000 IF AWARD IS THRU PUBLIC BIDDING.
- C. RID/OM/PM - UP TO P200,000. *P 500,000*
- D. PIE/IS/PE - UP TO P50,000. *P 100,000* *provided no spare part is included in the award*

5. CERTIFICATE OF EMERGENCY PURCHASE

- A. ASSISTANT ADMINISTRATOR - UP TO P250,000.
- B. RID/OM/PM - UP TO P75,000.
- C. PIE/IS/PE - UP TO P30,000.

6. ACCEPTANCE OF MATERIALS, SUPPLIES AND EQUIPMENT PARTS AND ACCESSORIES PROCURED THRU INTERNATIONAL BIDDING

- A. ASSISTANT ADMINISTRATOR - APPROVES CERTIFICATE OF INSPECTION AND ACCEPTANCE AT CENTRAL OFFICE.
- B. RID/OM/PM - SIGNS CERTIFICATE OF INSPECTION AND ACCEPTANCE AT FIELD LEVEL.

PROCUREMENT & PROPERTY MATTERS

7. ACQUISITION OF RIGHT-OF-WAY

- A. ASSISTANT ADMINISTRATOR - ACCEPTS DEED OF CONDITIONAL DONATION OF PROPERTY. APPROVES DEED OF ABSOLUTE SALE OF PROPERTY UP TO ₱500,000.
- B. RID/OM/PM - ACCEPTS DEED OF ABSOLUTE DONATION; SIGNS OR EXECUTES DEED OF CONDITIONAL DONATION; APPROVES DEED OF ABSOLUTE SALE UP TO ₱150,000; SIGNS/EXECUTES DEED OF ABSOLUTE SALE UP TO ₱500,000; APPROVES DEED ON PERPETUAL EASEMENT BASED ON ASSESSED VALUE.
- C. PIE/IS/PE - SIGNS/EXECUTES DEED OF ABSOLUTE DONATION; APPROVES/EXECUTES DEED OF ABSOLUTE SALE UP TO ₱50,000; SIGNS/EXECUTES DEED OF ABSOLUTE SALE UP TO ₱150,000; SIGNS/EXECUTES DEED ON PERPETUAL EASEMENT BASED ON ASSESSED VALUE.

PROCUREMENT & PROPERTY MATTERS

PART III - FINANCIAL MATTERS THAT MAY BE APPROVED

1. DISBURSEMENT VOUCHER - PROVIDED THAT VOUCHERS FOR CONTRACTS APPROVED/SIGNED AT CENTRAL OFFICE SHALL BE PAID AT CENTRAL OFFICE

- A. ASSISTANT ADMINISTRATOR - ALL VOUCHERS FOR CONTRACTS SIGNED AT CENTRAL OFFICE AND VOUCHERS BEYOND AUTHORITY OF FIELD OFFICES, PROVIDED THAT ALL VOUCHERS FOR COMPENSATION AWARDS, LEAVES AND RETIREMENT BENEFITS OF ALL CENTRAL OFFICE PERSONNEL ARE APPROVED BY THE ASSISTANT ADMINISTRATOR FOR ADMINISTRATIVE SERVICES.
- B. DEPARTMENT MANAGER - ANY AMOUNT COVERING ALLOWANCES PREVIOUSLY AUTHORIZED BY THE ADMINISTRATOR; AND TEV FOR ANY AMOUNT, PROVIDED TRAVEL ORDER AND ITINERARY OF TRAVEL WERE AUTHORIZED BY THE ASSISTANT ADMINISTRATOR.
- ✓ C. RID/OM/PM - UP TO P200,000.
- ✓ D. PIE/IS/PE - UP TO P50,000.

2. CLAIMS FOR DAMAGE TO PROPERTY PROVIDED UNIT PRICE IS WITHIN THE PRICE SET BY THE PROVINCIAL APPRAISAL COMMITTEE

- A. ASSISTANT ADMINISTRATOR - UP TO P50,000/CLAIM.
- ✓ B. RID/OM/PM - UP TO P7,500/CLAIM.
- ✓ C. PIE/IS/PE - UP TO P2,000/CLAIM.

3. CHECK/TREASURY WARRANT PROVIDED THAT CHECKS/WARRANTS FOR CONTRACTS APPROVED AND OBLIGATED IN CENTRAL OFFICE ARE ALSO PAID IN CENTRAL OFFICE

- A. ASSISTANT ADMINISTRATOR FOR FINANCE & MANAGEMENT - COUNTERSIGN UP TO P500,000; WITH THE ADMINISTRATOR SIGNS OVER P500,000.
- B. MANAGER, TREASURY DEPARTMENT - SIGNS UP TO P500,000.
- ✓ C. RID/OM/PM - COUNTERSIGNS UP TO P200,000.
- ✓ D. PIE/IS/PE - COUNTERSIGNS UP TO P50,000.

4. AUTHORITY FOR CASH PAYMENT

- A. ASSISTANT ADMINISTRATOR FOR FINANCE & MANAGEMENT - UP TO P7,500.
- B. RID/OM/PM - UP TO P500.

5. WITHDRAWAL OF FUNDS FOR PAYROLL

- A. ASSISTANT ADMINISTRATOR FOR FINANCE & MANAGEMENT - ONE QUINCENA.
- B. RID/OM/PM - ONE QUINCENA.
- C. PIE/IS/PE - ONE QUINCENA

FINANCIAL MATTERS

PART IV - PERSONNEL MATTERS THAT MAY BE APPROVED

1. TRAVEL ORDER UP TO 30 DAYS ONLY

- A. ASSISTANT ADMINISTRATOR - FOR PERSONNEL IN HIS SECTOR IN CENTRAL OFFICE AND ALL FIELD PERSONNEL AT DIVISION CHIEF LEVEL OR BELOW UNDER HIS FUNCTIONAL SUPERVISION, IF CALLED TO CENTRAL OFFICE.
- B. RID/OM/PM - FOR ALL PERSONNEL IN THE REGIONAL OFFICE, IN UPRIS/MARRIS OR IN THE PROJECT.
- C. PIE/IE/PE - FOR ALL PERSONNEL UNDER HIM FOR TRAVEL UP TO 10 DAYS WITHIN THE PROVINCE/SYSTEM/PROJECT.

NOTE: ONLY THE ADMINISTRATOR MAY OFFICIALLY CALL THE RID/OM/PM TO CENTRAL OFFICE.

2. ITINERARY OF TRAVEL

- A. ASSISTANT ADMINISTRATOR - ANY AMOUNT FOR ALL PERSONNEL WITHIN HIS SECTOR OR UNDER HIS FUNCTIONAL SUPERVISION.
- B. RID/OM/PM - UP TO P4,000/TRAVEL.
- C. PIE/IS/PE - UP TO P600/TRAVEL WITHIN THE PROVINCE OR TO REGIONAL OFFICE/HEAD OFFICE.

3. CREATION OF DAILY POSITIONS

- A. ASSISTANT ADMINISTRATOR FOR FINANCE & MANAGEMENT - APPROVES CREATION OF DAILY POSITIONS IN CENTRAL OFFICE, FIELD DAILIES CHARGED TO FUND 501 AND OTHER DAILIES BEYOND THE AUTHORITY OF FIELD OFFICIALS.
- B. MANAGER, MANAGEMENT SERVICES DEPARTMENT - APPROVES EXTENSION OF DAILY POSITIONS PREVIOUSLY AUTHORIZED, IN CONSULTATION WITH DEPARTMENTS CONCERNED.
- C. RID/OM/PM - APPROVES DAILY FIELD POSITIONS UP TO GRADE XI IF CHARGED TO DIRECT COST OF PROJECT AND DAILY POSITIONS IN LIEU OF VACANCIES IN THE APPROVED REGULAR PLANTILLA, PROVIDED WAGES ARE CHARGED TO PROJECT FUNDS.

POSITIONS CHARGED TO DIRECT COST REFERS TO POSITIONS DIRECTLY INVOLVED IN THE SURVEY AND CONSTRUCTION OF PROJECTS, SUCH AS CONSTRUCTION FOREMAN, CARPENTERS, MASON, INSTRUMENTMAN, SURVEY AIDE AND THE LIKE.

4. PLANTILLA OF PERSONNEL BASED ON PREVIOUSLY APPROVED POSITIONS/STAFFING PATTERN, PROVIDED THAT THE PLANTILLA IMPLEMENTING THE REORGANIZATION PLAN SHALL BE APPROVED BY THE ADMINISTRATOR

- A. ASSISTANT ADMINISTRATOR FOR ADMINISTRATIVE SERVICES - PLANTILLA OF DAILIES IN CENTRAL OFFICE AND PLANTILLA OF MONTHLIES IN THE NIA INCLUDING CENTRAL OFFICE, FIELD AND FOREIGN-ASSISTED PROJECTS.

PERSONNEL MATTERS

- B. RID/OM/PM -- PLANTILLA OF DAILIES IN THEIR JURISDICTION, PROVIDED THAT ONE COPY IS FURNISHED PRMD WITHIN 15 DAYS.

NOTE: ALL POSITIONS IN THE FIELD SHALL BE REFLECTED IN THE PLANTILLA PREPARED ACCORDING TO FUND.

5. APPOINTMENT OF PERSONNEL, SUPPORTED BY PERSONNEL ACTION SLIPS (PAS) FOR DAILIES IN CENTRAL OFFICE AND BY AUTHORITY TO FILL POSITIONS FOR MONTHLIES IN CENTRAL OFFICE AND FIELD. THE PAS AND AUTHORITY TO FILL ARE DULY SIGNED BY THE ADMINISTRATOR

- A. ASSISTANT ADMINISTRATOR -- APPOINTMENT OF DAILIES UNDER HIS IMMEDIATE SUPERVISION, MONTHLIES UP TO GRADE XII IN HIS SECTOR; MONTHLIES IN FIELD UNDER HIS FUNCTIONAL SUPERVISION.
- B. DEPARTMENT MANAGER -- DAILIES UP TO GRADE XI.
- C. RID/OM/PM -- DAILIES AUTHORIZED BY HIM AND MONTHLIES UP TO GRADE 2.

6. CONTRACT FOR PERSONAL SERVICES

- A. ASSISTANT ADMINISTRATOR FOR PDI OR OPERATION -- SIGNS CONTRACT OF FOREIGN CONSULTANT OR CONSULTING FIRM, PROVIDED THE AWARD TO THE CONSULTANT/CONSULTING FIRM HAS BEEN PREVIOUSLY APPROVED BY THE ADMINISTRATOR AND PROVIDED THAT ONE COPY OF CONTRACT IS IMMEDIATELY FORWARDED TO PRMD.
- B. ASSISTANT ADMINISTRATOR FOR ADMINISTRATIVE SERVICES -- SIGNS CONTRACT OF LOCAL CONSULTANTS OR OF PERSONNEL ON CONTRACTUAL BASIS, PROVIDED THAT AUTHORITY TO HIRE SERVICES, POSITION TITLE AND COMPENSATION HAVE BEEN APPROVED BY THE ADMINISTRATOR AND PROVIDED THAT A COPY OF THE CONTRACT IS IMMEDIATELY FORWARDED TO PRMD.

7. SEPARATION FROM THE SERVICE (RESIGNATION, TRANSFER), PROVIDED THAT THE PROPER CLEARANCE FROM FINANCIAL AND PROPERTY ACCOUNTABILITIES HAS BEEN APPROVED AND ALL PENDING WORK HAS BEEN TURNED OVER TO THE IMMEDIATE CHIEF OR TO A DESIGNATED SUCCESSOR.

- A. ASSISTANT ADMINISTRATOR -- DAILIES UNDER HIS SUPERVISION, MONTHLIES IN CENTRAL OFFICE BELOW DIVISION CHIEF LEVEL; MONTHLIES ABOVE G-11 IN FIELD OFFICES UNDER HIS FUNCTIONAL SUPERVISION.
- B. DEPARTMENT MANAGER -- DAILIES UNDER HIS IMMEDIATE SUPERVISION.
- C. RID/OM/PM -- DAILIES APPOINTED BY HIM AND MONTHLIES UP TO G-11.

NOTE: RETENTION OF EMPLOYEES OF PROJECTS THAT HAVE BEEN COMPLETED OR ARE ABOUT TO BE COMPLETED MAY BE AUTHORIZED ONLY BY THE ADMINISTRATOR.

PERSONNEL MATTERS

8. TERMINATION NOTICE, PROVIDED THAT IN CASE OF MONTHLY EMPLOYEES, LIST OF THOSE WHOSE SERVICES ARE TO BE TERMINATED HAS BEEN APPROVED BY THE ADMINISTRATOR

- A. ASSISTANT ADMINISTRATOR FOR ADMINISTRATIVE SERVICES - MONTHLIES IN CENTRAL OFFICE.
- B. MANAGER, PERSONNEL & RECORDS MANAGEMENT DEPARTMENT - DAILIES IN CENTRAL OFFICE, IN CONSULTATION WITH PROPER DEPARTMENTS.
- C. RID/OM/PM - DAILIES AND MONTHLIES UNDER HIS JURISDICTION.

NOTES: 1) TERMINATION NOTICE OF MONTHLIES SHALL BE ISSUED ONE MONTH BEFORE ACTUAL TERMINATION DATE.

2) DAILIES, CASUALS AND SEASONAL LABORERS MAY BE TERMINATED AT ONCE AS THE SITUATION WARRANTS.

9. NOTICE OF SALARY/WAGE ADJUSTMENT

- A. ASSISTANT ADMINISTRATOR - DAILIES DIRECTLY UNDER HIM AND DIVISION CHIEF OR ABOVE IN HIS SECTOR.
- B. DEPARTMENT MANAGER - DAILIES IN THE DEPARTMENT AND MONTHLIES BELOW DIVISION CHIEF IN THE DEPARTMENT.
- C. RID/OM/PM - ALL PERSONNEL IN HIS JURISDICTION.

10. APPLICATION FOR VACATION/SICK/MATERNITY LEAVE OF ABSENCE

- A. ASSISTANT ADMINISTRATOR - UP TO 60 DAYS FOR ALL PERSONNEL DIRECTLY UNDER HIM AND DIVISION CHIEFS OR ABOVE IN HIS SECTOR.
- B. DEPARTMENT MANAGER - UP TO 60 DAYS FOR ALL PERSONNEL IN THE DEPARTMENT BELOW DIVISION CHIEF.
- C. RID/OM/PM - UP TO 60 DAYS FOR ALL PERSONNEL DIRECTLY UNDER HIM OR IN HIS JURISDICTION.

11. APPLICATION FOR TERMINAL LEAVE

- A. ASSISTANT ADMINISTRATOR - ALL MONTHLY PERSONNEL IN HIS SECTOR.
- B. ASSISTANT ADMINISTRATOR FOR ADMINISTRATIVE SERVICES - ALL MONTHLY FIELD EMPLOYEES BEYOND AUTHORITY OF FIELD OFFICIALS.
- C. MANAGER, PRMD - ALL DAILIES IN CENTRAL OFFICE AND FIELD DAILIES BEYOND THE AUTHORITY OF THE FIELD OFFICIALS.
- D. RID/OM/PM - MONTHLY AND DAILY PERSONNEL UNDER HIS JURISDICTION, PROVIDED THAT THE EMPLOYEE HAS NEVER WORKED IN ANY ORGANIZATIONAL UNIT OF THE NIA OTHER THAN THE UNIT WHERE HE IS PRESENTLY APPLYING FOR SEPARATION.

NOTE: APPLICATION OF RIDs/PMs/OMs SHALL BE APPROVED BY THE ADMINISTRATOR.

PERSONNEL MATTERS

12. APPLICATION FOR RETIREMENT

ASSISTANT ADMINISTRATOR FOR ADMINISTRATIVE SERVICES - ALL EMPLOYEES OF NIA BELOW DIVISION CHIEF LEVEL PROVIDED THAT CLEARANCE HAS BEEN SECURED FROM A.A./RID/OM/PM CONCERNED FOR PROPER INDORSEMENT TO GSIS.

13. SUSPENSION OF ALLOWANCE

- A. ASSISTANT ADMINISTRATOR - ALLOWANCE OF PERSONNEL IN HIS SECTOR AND OF FIELD PERSONNEL BEYOND AUTHORITY OF THE RID/OM/PM.
- B. RID/OM/PM - ALLOWANCE OF PERSONNEL DIRECTLY UNDER HIM.

14. CERTIFICATE OF APPEARANCE

- A. ASSISTANT ADMINISTRATOR - RID/OM/PM.
- B. DEPARTMENT MANAGER - FIELD PERSONNEL BELOW RID/OM/PM.
- C. RID/OM/PM - PERSONNEL VISITING HIS JURISDICTION.
- D. PIE/IS/PE - PERSONNEL VISITING HIS JURISDICTION.

15. FINAL CLEARANCE BEFORE SEPARATION FROM SERVICE

- A. ASSISTANT ADMINISTRATOR FOR ADMINISTRATIVE SERVICES - ALL MONTHLY PERSONNEL OF NIA BELOW DIVISION CHIEF INCLUDING THOSE IN THE FIELD AND PROJECTS WITH FOREIGN ASSISTANCE BEYOND THE AUTHORITY OF THE RID/OM/PM.
- B. DEPARTMENT MANAGER - DAILIES IN THE DEPARTMENT.
- C. RID/OM/PM - ALL PERSONNEL UNDER HIS JURISDICTION BELOW DIVISION CHIEF WHO HAVE NOT WORKED IN ANY ORGANIZATIONAL UNIT OF THE NIA OTHER THAN THE OFFICE WHERE HE IS APPLYING FOR CLEARANCE, PROVIDED THAT ONE COPY OF FINAL CLEARANCE IS FORWARDED TO PRMD WITHIN 15 DAYS.

16. FORMAL CHARGE (LEGAL DEPARTMENT PLEASE TAKE NOTE)

- A. ASSISTANT ADMINISTRATOR - SIGNS FORMAL CHARGE AGAINST, OR ORDER TO UNDERTAKE INVESTIGATION OF, ERRING EMPLOYEES IN HIS SECTOR UP TO DIVISION CHIEF LEVEL AND FIELD PERSONNEL AT DIVISION CHIEF LEVEL UNDER HIS FUNCTIONAL SUPERVISION.
- B. RID/OM/PM - SIGNS FORMAL CHARGE AGAINST, OR ORDER TO UNDERTAKE INVESTIGATION OF, ERRING EMPLOYEES BELOW DIVISION CHIEF LEVEL.

17. *Approval of overtime services paid by need allowance or usual daily rate.*

RID/OM/PM - any # of personnel he deems necessary provided that for projects, there is no increase in amount of the Program of Work (POW); and for office work, no additional funding is requested from Central Office.

PERSONNEL MATTERS