

Central Office:

Republika ng Pilipinas
PAMBANSANG PANGASTWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC No. 15, s. 1998

MEMORANDUM CIRCULAR

MEMORANDUM

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT MANAGERS, REGIONAL MANAGERS/OPERATION MANAGERS, PROJECT MANAGERS, DIVISION MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS and All Others Concerned

SUBJECT : DELEGATION OF AUTHORITY

The following delegation of authority to sign/approve official papers, documents and contracts designed to improve operations in the National Irrigation Administration is hereby issued for the information and guidance of all concerned:

	RECOMMENDING OFFICIAL -----	APPROVING OFFICIAL -----	
A. TECHNICAL MATTERS			
1. Plans			
Central Office:			
a. General layout and irrigation and drainage network plans of all locally funded and foreign-assisted national projects.	AA-PDI/SOEM	Adm.	ESD- DIT- EAC- VTL- VRB- KMS- LEB- RCS- HSD- GMA- CMP- ESD-
b. Profile of main canal and laterals of foreign-assisted national projects.	- do -	- do -	
c. Office buildings and camp facilities development plan.	- do -	- do -	
d. All major revisions thereof such as, canal relocations, change in canal prism sections, change in plans, location and orientation, etc.	- do -	- do -	

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a. General layout and irrigation and drainage network plans of all foreign-assisted communal projects.

DM-DSD

AA-PDI/SOEM

b. Profile of main canal and laterals of locally-funded national projects.

- do -

- do -

c. Profile of main canal and laterals of foreign-assisted communal irrigation projects.

- do -

- do -

d. All major revisions on the above plans such as canal relocation, change in canal sections, etc.

RM/OM/PM

- do -

Field Office:

a. General layout & irrigation & drainage network plans, profile of main canal and laterals of locally-funded communal projects.

Div. Mgr.- Eng'g.

RM/OM/PM

b. Standard plans for turnouts and terminal facilities.

- do -

- do -

2. Design of Structures

Central Office:

a. Storage dams above 20 meters in height.

AA-PDI/SOEM

Adm.

b. Diversion dam exceeding 7.5 meters downstream height.

- do -

- do -

c. Intake and canal structures costing more than P20 million per structure.

- do -

- do -

d. All revisions thereof on the above plans.

- do -

- do -

a. Storage dams up to 20 meters in height.

DM-DSD

AA-PDI/SOEM

b. Diversion dam from 3.5 to 7.5 meters downstream height.

- do -

- do -

c. Intake and canal structures costing not more than P20 million per structure.

- do -

- do -

d. All revisions thereof on the above plans

RM/OM/PM

- do -

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Field Office:

- a. Diversion dam below 3.5 meters or lower downstream height.
- b. Intake and canal structures costing not more than P3 million per structure, provided such structure conforms with the approved designs standard. Central Office, c/o DSD should be furnished copies of designs approved by field office.

Div. Mgr.-Eng'g.

RM/OM/PM

3. Program of Work

Central Office:

- Above P20M
- Above P15M up to P20M
- Above P10M up to P15M

DA
AA-PDI/SOEM
RM/OM/PM

Adm.
DA
AA-PDI/SOEM

Field Office:

- Up to P10 M
- P2 M and below

Div. Mgr.-Eng'g./
Operations
Chief, Eng'g. Sec.

RM/OM/PM
PIO/IS/PE

Provision:

Project is included in approved annual program and copies of approved POW shall be furnished the CO c/o AA concerned.

4. Force Account Work

- Up to P10M
(for NIA Board notation)
- P5M and Below

AA *

Adm.

DM *

AA *

5. Local Minor Contracts

- Up to P10M

Div. Mgr.-Eng'g./
Operations

RM/OM/PM

Implementing guidelines
is covered by MC No. 22, s. 1997.

- DM* - Dept. Mgr. concerned
- AA* - Asst. Adm. concerned

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B. PROCUREMENT

1. Approval of Award and Contract for Civil Works construction thru:

a. International Bidding

- Above P25M
- Above P20 M up to P25 M

Adm.
DA

DA Sec.
Adm.

b. Domestic Bidding

Central Office:

- Above P20M
- Above P15M up to P20M
- Above P10M up to P15M
- P10M and below

Adm.
DA
AA-PDI/SOEM
DM-DSD

DA Sec.
Adm.
DA
AA-PDI/SOEM

c. Local Minor Contracts (FO)

- P10M and below

Div. Mgr.- Eng'g./
Operations

RM/OM/PM

d. Pacquiao Contracts (FO)

- P500T and below

Div. Mgr.- Eng'g./
Operations
Asst. PIO/IS/PE

RM/OM/PM

- P250T and below

PIO/IS/PE

Awards approved by the DA Secy. shall be submitted to the NIA Board for notation. This amends SO No. 349-A, s. 1996 dated July 17, 1996 issued by the DA Secy. pursuant to NIA Board Res. No. 6590-96.

Awards approved by the Administrator shall be submitted to the Board for confirmation.

2. Variation Orders for Civil Works Contracts

- Up to P3 million per order for the ICB and up to P2 M per order for LCD but not more than 25% cumulative of original contract cost; provided original contract amount is within his authority to approve.

AA-PDI/SOEM

Adm.

- Up to P1 M per order but not more than 25% cumulative of original contract cost; provided original contract amount is within his authority to approve.

DM-CMD/SMD

AA-PDI/SOEM

- Up to P250,000 per order but not more than 25% cumulative of original contract cost; provided original contract amount is within his authority to approve.

Div. Mgr.-Eng'g/
Operations

RM/OM/PM

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3. Suspension of Civil Works Contracts

Order of Suspension of Contracts

Approp. Official

For contracts approved by the Official (RM/OM/PM/PIO/IS/PE), the AA concerned shall be furnished a suspension order within ten (10) days.

4. Approval of RIVs for Procurement of Supplies, Materials and Services

- a. RIV & P.O. for Goods and Services incl. Tires, Batteries and Accessories (TBA) thru Emergency Purchase (except office equipment)

Central Office:

- Above P750T/RIV
- Above P500T up to P750T/RIV
- P500T/RIV and below

DA
AA *
DM/RM/OM/PM

Adm.
DA
AA *

Field Office:

- Above P75T up to P150T/RIV
- P75T/RIV and below

Div. Chief
Sec. Chief

RM/OM/PM
PIO/IS/PE

For Spare Parts:

- Above P50T up to P500T/RIV
- P50T/RIV and below but not to exceed P300T/mo.

Div. Chief
Sec. Chief

RM/OM/PM
PIO/IS/PE

- b. RIV for Goods and Services thru Public Bidding (except for Office Equipment)

Central Office:

- Above P2 M/RIV
- Above P1 M up to P2 M/RIV
- P1 M/RIV and below

DA
AA *
DM/RM/OM/PM

Adm.
DA
AA *

Field Office:

- Above P200 T up to P750 T/RIV
- P200 T and below

Div. Chief
Sec. Chief

RM/OM/PM
PIO/IS/PE

For Spare Parts: (FO)

- Above P50 T up to P500 T/RIV
- P50 T and below

Div. Chief
Sec. Chief

RM/OM/PM
PIO/IS/PE

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c. RIV for Office Equipment.
(no luxury item)

Central Office:

- Above P750 T/RIV
- Above P500 T up to P750 T/RIV
- P500 T/RIV and below

DA
AA *
DM/RM/OM/PM

Adm.
DA
AA *

Field Office:

- Above P30 T up to P100 T/RIV
- P30 T/RIV and below

Div. Chief
Sec. Chief

RM/OM/PM
PIO/IS/PE

5. Lease/Rent of Construction Equipment/
Vehicle/Tool

a. Officials (PBAC) authority to conduct
price determination thru Public
Bidding and Award Contract.

- Above P300 T
- P300 T and below

PIO/IS/PE
Chief, Eng'g. Sec.

RM/OM/PM
PIO/IS/PE

b. Request for Authority to lease/
rent equipment and to execute
Contract.

Central Office:

- Above P2 M
- Above P1 M up to P2 M
- Above P500 T up to P1 M

DA
AA *
RM/OM/PM

Adm.
DA
AA-PDI/SOEM

Field Office:

- Above P300 T up to P500 T
- P300 T and below

PIO/IS/PE
Chief, Eng'g. Sec.

RM/OM/PM
PIO/IS/PE

6. Approval of Award and Contract
for Procurement of Supplies,
Materials and Services thru:

a. International Bidding
- Above P10 M
- P10 M and below

Adm.
DA

DA Secy.
Adm.

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b. Domestic Bidding

Central Office:

- Above P5 M
- Above P4 M up to P5 M
- Above P3 M up to P4M
- Above P2 M up to P3 M
- P500 T and below

Adm.
DA
AA *
DM
Div. Mgr.

DA Sec.
Adm.
DA
AA *
DM-PPRD

Field Office:

P2 M and below

Div. Mgr./APM

RM/OM/PM

All Awards and Contracts approved by the DA Secy. shall be submitted to the NIA Board for info and notation.

c. Negotiated Contract (including equipment and public services)

1. Public service and/or furnishing of equipment

- Up to P10 Million/contract

AA

Adm.

2. Furnishing of supplies, office equipment and materials

- Up to P1 Million/contract

DA

Adm.

Provisions:

1. The supplies are urgently needed to meet an emergency which may involve the loss of or danger to life and/or property.
2. The supplies are to be used in connection with a project or activity which cannot be delayed without causing detriment to the public service.
3. The materials are sold by an exclusive distributor or manufacturer who does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained elsewhere at more advantageous terms to the government.

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4. The supplies under procurement have been successfully placed on bid for at least two consecutive times, either due to lack of bidders or the offers received in each instance were exorbitant or non-conforming to specifications.
5. It is apparent that the requisition of the needed supplies thru negotiated purchase is most advantageous to the government to be determined by the Agency.
6. The purchase is made from an agency of the government.

A monthly report of the negotiated contracts entered into/approved shall be submitted to the Board.

- 2.7 All other provisions embodied in PD 1594 relative to the procurement of civil work constructions.

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C. PROPERTY

1. Disposal of Non-performing Assets

- a. Results of Bidding and subsequent Award of Sale by Public Auction

Central Office:

- Above P1 M up to P5M

DA

Adm.

Field Office:

- Above P100T up to P1 M
- P100T and below

Mgr., Adm. Div.
Admin. Ofcr.

RM/OM
IS/PIE/Dist.
Chief

Provided that existing guidelines, rules and regulations on auction are strictly adhered.

- b. Authority to Approve thru Negotiated Sale by NIA Field Official

- P500T and below

Mgr., Adm. Div.

RM/OM

Provisions:

1. Field Officials concerned shall observe Sec. 79 Paragraph C of of PD 1445 which requires:
 - a. Two failures of bidding before the negotiated sale is effected.
 - b. The negotiated price is approved by the local representative of COA.
2. The Property Div., CO shall be furnished copies of the following documents for consolidation and control purposes.
 - a. Inventory & Inspection Report of unserviceable equipment for disposal signed by the Supply Officer and approved by the Chief of Office.
 - b. Resolution of awards by the Auction Committee.

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c. Notice of award to the corresponding awardee.

d. Certification from Supply Ofcr. concerned that the equipment been dropped from the inventory and that the disposal have been reflected in the Equipment Ledger Card.

e. Gate Pass indicating the Official Receipt No. of payment.

2. Disposal of Collection in Kind (Palay)

Authority to approve and Award Auction/Negotiated Sale of collection in kind.

Central Office:

- Above P5M
- Above P3M up to P5M

Arln
AA-F&M

Field Office:

- Up to P3M
- Above P500T up to P1M
- P500T and below

RM/OM
Dist. Chief
PIE/IS

Provided existing standard procedures and PD 1445 on the account of such auction shall be followed.

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D. FINANCIAL MATTERS

1. Disbursement Vouchers

- A. All claims such as Personal Services, TEV, etc., Procurement of Supplies, Materials, Spare Parts, Office Equipment and Civil Works Contract including DV to support withdrawal applications to Foreign Lending Institutions.

1. BOX A

Central Office:

- Above P1.5 M

- Up to P1.5 M

Field Office:

- Above P1.5 M

- Up to P1.5 M

AA* and DM*

DM/PM *

Div. Mgr. *

PIE/IS/PE

2. BOX B

Central Office:

- Above P100 T

- P100 T and below

Field Office:

- Above P100 T

- P100 T and below

Mgr., GAD-CD
Chief, Disb.
Section-CD

Mgr., F & M Div.
Acctg. Personnel

3. BOX C

Central Office:

- Above P4 M

- Up to P4 M

- Up to P3 M

- Up to P500 T

- Up to P100 T

Field Office:

- Up to P2 M

- Up to P500 T

Adm.

DA

AA - FM

Mgr., CD

Mgr., Budget Div.

RM/OM/PM

PIO/IS/PE

AA and DM* - Asst. Adm. and Dept. Mgr. concerned

Div. Mgr.* - Division Manager concerned

DM/PM* - Dept. Mgr/Proj. Mgr. concerned

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B. Funding Checks/Fund Transfers

1. BOX A

- Above P1.5 M
- Up to P1.5 M

AA - FM
Mgr., CD

2. BOX B

- Above P50 T
- Up to P50 T

Manager, GAD
Chief, Disb. Sec.

3. BOX C

- Above P1.5 M
- Up to P1.5 M

Adm.
AA - FM

NOTE:

BOX A - Certified that expenses/
cash advance are necessary,
lawful and incurred under
the direct supervision of
the official.

BOX B - Certified as to availability
of funds/budgetary allotment;
expenditure properly certified;
supported by documents; account
codes proper; previous cash
advance liquidated/accounted
for.

BOX C - Approved by Officer/
Representative

Note: Under Box A, the Asst. Administrator/
Regional Manager certifies for the
Finance & Management Division

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2. RIV and Contract
Certification as to availability
of funds (CAF)

2.1 For Local Cost:

- Above P50 T
- P50 T and below

Sec. Chief
Acctg. Personnel

Mgr., GAD-CD
Chief, Dish.
Section-CD

2.2. For Foreign Cost and Local Cost
to be paid by the foreign
lending institutions:

- Irrespective of amount

Sec. Chief

Mgr., GAD

Provided the Manager,
Controllershship Dept. shall sign as
witness to all contracts.

3. Sub-Allotment Advice

3.1 Current Operating Budget:

- Above P1.5 M
- P1.5 M and below

Mgr., CD

AA - FM

Mgr., Budget

AA - FM

3.2 Project Funds

- Above P1.5 M
- P1.5 M and below

AA - FM

Adm.

Mgr., CD

AA - FM

4. Checks

All checks shall be signed by the
Manager, Cash Division and
countersigned by the official
who signed/approved the
Disbursement Voucher
(under Box C)

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5. MOA for Construction of CIP
or Rehab. of CIP/Contract
for Repayment of CIP

- Above P20 M
- Up to P20 M
- Up to P10 M

RM
RM
PIE

Adm.
AA - SOEM
RM

Provided there are no changes
in the standard MOA. Provided
further that changes, if any,
shall be subject to approval
of the Administrator prior
to MOA signing.

6. MOA/Contract with IAS
for O & M of NIS

Original Contracts/Renewal
Contracts without changes

IS

RM/OM

Renewal Contracts with changes

RM/OM

AA - SOEM

a. Management turnover of NIS
or part thereof

- Above P20 M
- Up to P20 M
- Up to P10 M

RM/OM
RM/OM
IS

Adm.
AA - SOEM
RM/OM

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OFFICIAL.

7. Payment of ROW (Damages Improvement)

a. Central Office:

- Above P300T
- above P50T up to P300T

DA
DM *

Adm.
AA*

b. Field Office:

- Above P7,500 up to P50T
- P7,500 and below

Div. Mgr. *
Asst. PIO/IS/PE

RM/OM/PM
PIO/IS/PE

Provided unit price is within
price set by Provincial
Appraisal Committee

8. Acquisition of Real
Property (ROW) thru:

8.1 Absolute Sale

Central Office:

- Above P500T up to P5 M
- Up to P500 T

DA
DM/RM/OM/PM

Adm.
AA*

Field Office:

- Above P50T up to P150T
- P50T and below

Div. Mgr. *
Asst. PIO/IS/PE

RM/OM/PM
PIO/IS/PE

8.2 Donation

Central Office:

- Conditional donation

AA *

Adm.

Field Office:

- Absolute donation

Div. Mgr. *

RM/OM/PM

8.3 Perpetual Easement

Field Office:

- Based on assessed value
of property

Div. Mgr. *

RM/OM/PM

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OFFICIAL.

9. Authority for Cash Payment.

a. Central Office:

- Above P7,500
- Above P500 up to P7,500

DA
DM *

Adm.
AA

b. Field Office:

- P500 and below

Div. Mgr. *

RM/OM/PM

10. Approval of all Journal Vouchers (JV's) covering transactions affecting Cash

All transactions affecting cash such as receipt of fund checks, fund transfers, bank debit/credit advice, disbursements and adjustments recorded by Journal Vouchers (JVs).

DA

Adm.

Provisions:

In addition to the usual notations, all JVs shall bear the signature of the appropriate Official to wit:

Central Office - Administrator
Regional Office - Regional Manager
UPRITS/MARIS - Operations Manager
Project Office - Project Manager

11. Payments of Back Accounts

Field Office:

- To negotiate with the end-users
- to establish their real obligation

Asst. IS

IS

- a. Results of such negotiations shall be signed by the IS and the end-user, copy furnished the RM/OM

- b. Grant of incentives under MC No. 005, s. 1988 on the payment of undisputed amounts.

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12. Authority to designate Temporary
Special Disbursing Officer/Special
Collecting Officer (SDO/SCO)
without additional compensation

PIO/IS/PE

RM/PM/OM

Provisions:

- a. That the SDO/SCO should be bonded pursuant to MC No. 4, s. 1996
- b. Designation shall be limited to personnel on monthly basis only
- c. Transfer to another station shall automatically terminate his designation.

13. Authority to designate Temporary
Petty Cash Officer without bond

PIO/IS/PE

RM/PM/OM

Provisions:

- a. The cash on hand shall not be more than P 1,950.00 at any time
- b. Designation shall be limited to personnel on monthly basis.
- c. Transfer to another station shall automatically terminate his/her designation.

RECOMMENDING
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APPROVING
OFFICIAL

E. ADMINISTRATIVE MATTERS

1. Creation/Extension of Daily Positions

a. Creation/Extension of Daily Positions charged to COR

All requests for creation/extension of daily positions charged to COR

DM-MSD/AA-FM

Adm.

b. Creation/Extension of Daily Positions charged to Project

Requests of CO-based Projects

PM *

AA *

Requests of Field-based Projects
(Foreign-Assisted or Locally-Funded)

- Up to SG 22

PM/RM

AA *

- Up to SG 16

Div. Mgr./APM/PE

RM/OM/PM

2. Authority to Fill Vacant Positions

- All requests for Authority to fill vacant monthly positions

Mgr., MSD/AA-FM

Adm.

3. Appointment

a. Monthly Personnel

- Sal. Grade 24 and above, PIE/IS

AA *

Adm.

- All personnel under his staff

Adm.

- All personnel under his staff

DA

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- Positions from Section Chief level up to SG 23 in Central and in Field Offices under his functional supervision except heads of offices - PIO/IS/Div. Mgr.

RM/OM/PM/DM *

AA *

- Positions below Sec. Chief of Regional Office and positions below PIE/IS

Div. Mgr./APM

RM/OM/PM

Provided the authority to fill the position has been approved by the Administrator.

b. Daily Personnel

- All personnel under his supervision
- Salary Grade 17 and above provided PAS is approved by the Administrator
- All personnel under his supervision
- Up to SG 16 in his Sector provided PAS is approved by the Administrator
- Up to SG 16 w/in his Region/Project/Integrated Systems provided the positions charged to corporate funds are duly authorized for filling by the Administrator.
- Up to SG 8 provided charged to project funds

Adm.

AA *

DA

DA

DM *

AA *

Div. Mgr./APM

RM/OM/PM

Sec. Chief/Asst. IS PIO/IS/PE

AA * - Asst. Adm. concerned

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4. Separation from the Service thru:

a. Resignation/transfer (must be supported with proper clearance from financial and property accountabilities)

- | | | |
|---|-----------------|-----------|
| - DM/RM/OM/PM/APM/PIO/IS | AA * | Adm. |
| - Monthly/Daily personnel under his immediate supervision | | Adm. |
| - Monthly/Daily personnel appointed by him | | DA |
| - Monthly/Daily personnel in Central Office below DM | DM * | AA * |
| - Monthly personnel from Section Chief level & above in FO under his functional supervision except DM/RM/OM/PM/APM/PIO/IS | RM/OM/PM | AA * |
| - Daily and Monthly personnel below Section Chief level | PIO/IS/PE | RM/OM/PM |
| - Daily personnel appointed by him | Asst. PIO/IS/PE | PIO/IS/PE |

b. Termination of Services

Central Office:

- | | | |
|--|---------|---------|
| - Project personnel from Div. Mgr. level and above | PM/AA * | Adm. |
| - Daily personnel appointed by him | | AA */DA |

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Field Office:

- Daily personnel under his supervision

PTO/IS/PE

RM/OM/PM

Daily/Monthly project personnel below Div. Mgr. level under his supervision provided that necessary clearances from work, property and financial accountabilities have been secured.

PM

c. Retirement/Terminal Leave and Payment of corresponding benefits

1. Application for Terminal Leave:

- DA/AA/immediate staff
- RM/OM/PM/APM/DM/PIE/IS
- Monthly/Daily personnel under his supervision
- Monthly personnel below Dept. Mgr. in CO; daily personnel in CO
- Monthly/Daily field Cashier and other accountable officers
- Monthly/Daily field personnel from Section Chief level up to Div. Mgr. except PIE/IS
- Monthly/Daily personnel under his supervision except Div. Mgr./Asst. PM/PIE/IS Cashier and other accountable officers

AA *

DM *

RM/OM/PM

RM/OM/PM

PIE/IS/PE

Adm.

DA

DA

AA - AS

AA - FM

AA - AS

RM/OM/PM

	RECOMMENDING OFFICIAL -----	APPROVING OFFICIAL -----
2. Application for Retirement:		
All retirement applications under RA 1616 (Per GSIS MC)	PRMD/AA-AS/ AA-FM	Adm.
All retirement applications under RA 660, PD 1146 and RA 8291 of the following personnel:		
- DA/AA//DM/RM/PM/OM/PIE/IS including all monthly/daily personnel under his staff	PRMD/AA-AS/ AA-FM	Adm.
- all accountable officers (C.O. and F.O.)	PRMD/AA-AS	AA - FM
- below Dept. Mgr. level in C.O.	DM */DM-PRMD	AA - AS
- Div. Mgr./APM in F.O.	RM/OM/PM	AA - AS
- below Division level except PIE/IS/Accountable officers		RM/OM/PM
5. Application for Vacation/Sick Leave of Absence with or without Pay.		
- DA/AA; all personnel under his staff; above 30 days leave of RM/OM/PM/DM		Adm.
- All personnel under his staff regardless of no. of days		DA
- All personnel under his staff regardless of no. of days; more than 120 days for all C.O. personnel up to Sec. Chief level; up to 30 days for DM; more than 30 days for Div. Chief level	DM *	AA *
- More than 120 days leave of field personnel under his functional supervision; more than 30 days of leave of Div. Mgr. for FO/PIE/IS/PE; up to 30 days for RM/OM/PM	RM/OM/PM	AA *

	RECOMMENDING OFFICIAL -----	APPROVING OFFICIAL -----
- Travel of NIA personnel below AA level on scholarship grant sponsored by foreign institution or thru NEDA	AA *	Adm.
LOCAL TRAVEL:		
- Travel of all personnel for more than 30 days	DA Secy.	Pres. or Office Rep.
- Official travel to CO and any travel outside the region of field officials and employees	AA *	Adm.
- Up to 30 days of the DA/AA		Adm.
- Up to 30 days of personnel under his immediate supervision		DA
- Up to 30 days for personnel under his sector incl. travel of the RM/OM/PM	DM *	AA *
- Up to 30 days for personnel under his supervision including the PIE/IS/PE	Div. Mgr./ Asst. PM	RM/OM/PM
- Up to 10 days for personnel under his supervision		PIO/IS/PE
b. Itinerary of Travel (CO & FO)		
- Beyond 30 days travel of DA/AA; travels of all other personnel	AA *	Adm.
- Up to 30 days of personnel under his imme. supervision		DA
- Up to 30 days of RM/OM/PM/DM/ imme. staff, incl. all personnel under his sector		AA *
- Up to 15 days of personnel under his supervision	Sec. Chief concerned	DM
- Up to 30 days	PIE/IS/PE	RM/OM/PM/DM
- Up to 10 days		PIO/IS/PE

	RECOMMENDING OFFICIAL -----	APPROVING OFFICIAL -----
- Up to 120 days for all personnel up to Section Chief level	Div. Mgr. *	DM *
- Up to 30 days for Div. Mgr. level		DM *
- Up to 120 days for all personnel under his supervision; up to 30 days PIE/IS/Div. Mgr.	PIE/IS/PE	RM/OM/PM
- Up to 60 days for all personnel under his supervision		PIO/IS/PE
Maternity Leave:		
- Central Office personnel	DM *	AA - AS
- Field Office personnel		RM/OM/PM
6. Dropping from the Rolls of of AWOL Personnel	AA * RM/OM/PM	Adm.
7. Notice of Salary/Wage Adjustment		
- Deputy Adm./AA		Adm.
- RM/OM/PM/DM and Daily personnel under his supervision		AA *
- Monthly/daily personnel under his supervision	Div. Mgr.	DM*/Brd Sec.
- All personnel under his supervision.	PIE/IS/PE	RM/OM/PM
8. Travel of Personnel		
a. Travel Order		
FOREIGN TRAVEL:		
- Travel of the Adm./DA/AA	DA Secy	Pres.
- Delegations or groups of 2 or more regardless of ranks	- do -	- do -
- Travel of NIA personnel below AA level for more than one (1) calendar month	Adm.	DA Secy.
- Travel of NIA personnel below AA level up to one (1) calendar month	AA *	Adm.

RECOMMENDING
OFFICIAL

APPROVING
OFFICIAL

c. Certificate of Appearance

Field Office to Central Office:

- RM/OM/PM/Div. Mgr./PIE/IS/PE
- Below Div. Chief

AA *

DM *

Central Office to:

Regional Office
PIO/Systems
Projects

RM/OM

PIE/IS/PE

PM

CA shall be signed by the
concerned chief of office upon
presentation of the approved
authority from the issuing office

9. Request for Authority to Render
Overtime Services

- All OT in CO and FO for
more than 30 days

AA */DA

Adm.

- Up to 30 days for personnel
under his supervision

DA

- Up to 30 days for personnel under
his sector

DM *

AA *

- Up to 15 days for personnel under
his department.

Div. Chief

DM *

- Up to 30 days for personnel
under his supervision

PIE/IS/PE

RM/OM/PM

- Up to 15 days for personnel
under his supervision

PIE/IS/PE

Provisions:

- a. There is no increase
in the amount of POW and no
funds are requested from C.O.
- b. The total overtime pay of the
employee for the year shall not
exceed fifty percent (50%) of his
annual basic salary.

RECOMMENDING
OFFICIAL

APPROVING
OFFICIAL

10. Detail/Reassignment/Rotation of Personnel

a. Monthly

- | | | |
|---|-------------------------|-------------|
| - Any salary grade from one region to another, project to region, field office to CO or vice versa. | RM/OM/PM/AA* | Adm. |
| - All personnel within CO/FO from Division level and above | AA* | Adm. |
| - All personnel w/in same region/project/department under his functional supervision except Div. Mgr. & above | RM/OM/PM/DM | AA * |
| - Below Section Chief within the same Region/Project/Integrated Systems/Dept. | Div. Mgr./APM/PIE/IS/PE | DM/RM/OM/PM |

b. Daily

- | | | |
|--|---------------------|-------------|
| - All daily personnel within the same Region/Project/Integrated System/Department. | PIE/IS/PE/Div. Mgr. | RM/OM/PM/DM |
|--|---------------------|-------------|

11. Designation of Personnel as OIC

- | | | |
|---|---------------------|----------|
| - RM/OM/PM/DM/DIV. MGR./PIE/IS/PE/Sec. Chief/Accountable Officers/immediate staff | AA*/DA | Adm. |
| - All other personnel | DM * | AA * |
| - Below Section Chief | PIE/IS/PE/Div. Mgr. | RM/OM/PM |

13. Decisions in Administrative Cases

- | | | |
|-------------|--------------|------|
| - All cases | DM-ID/AA*/DA | Adm. |
|-------------|--------------|------|

RECOMMENDING
OFFICIAL

APPROVING
OFFICIAL

14. Request for Flexi Time - Field Office

- All monthly and daily personnel under his supervision

Div. Mgr./APM/
PIE/IS

RM/OM/PM


15. Authority to Exercise Profession

RM/OM/PM/DM

AA - AS

For strict compliance.

The progress of this authorization shall be monitored by the Office of the Administrator.


ORLANDO V. SORIANO
Administrator

April 21, 1998

ACRONYMS:

* Concerned Official

DA Secy.	Secretary, Dept. of Agriculture
Adm	Administrator
DA	Deputy Administrator
AA	Asst. Administrator
AA-PDI	Asst. Adm. for Proj. Dev. & Implementation
AA-SOEM	Asst. Adm. for Sys. Operation & Equipment Management
AA-FM	Asst. Adm. for Finance & Mgt.
AA-AS	Asst. Adm. for Admin. Services
Brd Secy.	Board Secretary
RM	Regional Manager
OM	Operations Manager
PM	Project Manager
DM	Department Manager
Div. Mgr.	Division Manager
PIE	Provincial Irrigation Engineer
IS	Irrigation Superintendent
PM	Project Manager
APM	Asst. Project Manager
PE	Project Engineer
COA	Commission on Audit
CD	Controllershship Department
MSD	Management Services Dept.
DSO	Design and Specifications Dept.
GAD	General Accounting Div.
BD	Budget Division