



Republika ng Pilipinas
Hambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

File

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OUR REFERENCE:

MC NO. 50 S. 2002

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION MANAGERS, PROJECT/OPERATIONS MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Revised Delegated Authorities to NIA Officials

For the information and guidance of all concerned, attached is the newly approved revised delegated authorities to NIA officials, as amended per Board Resolution No. 7093-A-02 Series of 2002 dated June 24, 2002.

The revision is necessary to expedite transactions in the Central and Field Offices and shall take effect immediately.


JESUS EMMANUEL M. PARAS
Administrator

15 August, 2002

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
A. TECHNICAL MATTERS		
1. Plans:		
A. National Irrigation Projects/Systems:		
a. General layout and irrigation and drainage network plans.	AA-PDI	Administrator
b. Profile of main canal and laterals.	AA-PDI	Administrator
c. Office building and camp facilities development plan.	AA-PDI	Administrator
d. All major revisions thereof on the above plans.	AA-PDI	Administrator
e. All survey / parcellary maps	Div. Mgr.-Eng'g.	RIM/OM/PM
B. Communal Irrigation Projects/Systems:		
a. General layout and irrigation and drainage network plans.	Div. Mgr.-Eng'g.	RIM/PM
b. Profile of main canal and laterals.	Div. Mgr.-Eng'g.	RIM/PM
c. All major revisions thereof on the above plans.	Div. Mgr.-Eng'g.	RIM/PM
d. All survey / parcellary maps	Div. Mgr.-Eng'g.	RIM/PM
Provision:		
Central Office, c/o DSD, shall be furnished copies of plans approved by field office.		

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>2. Design of Structures</p> <p>A. Central Office</p> <p>a. Storage dams and diversion weirs, regardless of height.</p> <p>b. Intake structures, servicing above 1,000 hectares.</p> <p>c. Canal structures costing above P20 million per structure.</p> <p>d. All revisions thereof on the above plans.</p> <p>B. Field Office:</p> <p>a. Intake structures servicing not more than 1,000 hectares.</p> <p>b. Canal structures costing not more than P20 million per structure.</p> <p>c. All revisions thereof on the above plans.</p> <p>Provision: Central Office, c/o DSD, shall be furnished copies of designs approved by field office.</p>	<p>AA-PDI</p> <p>AA-PDI</p> <p>AA-PDI</p> <p>AA-PDI</p> <p>Div. Mgr.-Eng'g./ District Chief</p> <p>Div. Mgr.-Eng'g./ District Chief</p> <p>Div. Mgr.-Eng'g./ District Chief</p>	<p>Administrator</p> <p>Administrator</p> <p>Administrator</p> <p>Administrator</p> <p>RIM/OM/PM</p> <p>RIM/OM/PM</p> <p>RIM/OM/PM</p>

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>3. Program of Works:</p> <p>A. Central Office:</p> <ul style="list-style-type: none"> - Above P40M - Above P30M up to P40M - Above P20M up to P30M <p>B. Field Office:</p> <ul style="list-style-type: none"> - Above P5M up to P20M - P5M and below <p>Provision: Central Office, c/o AA concerned, shall be furnished copies of POW approved by field offices.</p> <p>4. Force Account Works:</p> <p>a) Foreign Assisted Projects:</p> <p>b) Locally Funded Projects:</p>	<p>Deputy Administrator AA-PDI / SOEM RIM/OM/PM</p> <p>Div. Mgr.-Eng'g./ Operations Eng'g. Section</p>	<p>Administrator Deputy Administrator AA-PDI / SOEM</p> <p>RIM/OM/PM PIO/IS/PE</p> <p>In accordance with the guidelines/ provisions of the loan agreements/ documents.</p> <p>In accordance with the provisions of CY GAA. In the absence of such provisions, the latest GAA provisions will govern.</p>

REVISED DELEGATED AUTHORITY

	AWARD		CONTRACT
	RECOMMENDING OFFICIAL	APPROVING OFFICIAL	SIGNATORY TO CONTRACT
B. PROCUREMENT			
1. Approval of Award and Contract for Civil Works construction thru:			
1.1 International Competitive Bidding (ICB)			
- P50 M and above	Administrator	NIA BOD	Administrator
- Up to below P50 M	AA-PDI / SOEM	Administrator	Administrator
1.2 Domestic/National Competitive Bidding (NCB)			
Central Office:			
- P50 M and above	Administrator	NIA BOD	Administrator
- Up to below P50 M	Deputy Administrator	Administrator	Administrator
- Up to below P30 M	AA-PDI / SOEM	Deputy Administrator	Deputy Administrator
1.3 Local Minor Contracts (FO)			
- Up to P15 M	Div.Mgr.Eng'g/Optn.	RM/OM/PM	RIM/OM/PM
1.4 Pacquiao Contracts (FO)			
- Up to P1 M	Div. Mgr. Eng'g./Optn.	RM/OM/PM	RM/OM/PM
- Up to P500 T	Asst. PIO/IS/PE/DC	PIO/IS/PE/DC	PIO/IS/PE/DC
Note:			
Contracts requiring Presidential Action and/or Approval shall be submitted thru the NEDA Board per EO 109 dated May 27, 2002 and its Implementing Rules and Regulations.			
Contracts above P15 M shall be submitted to the NIA Board for information.			

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>2. Variation Orders for Civil Works Contracts</p> <p>2.1 As per PD 1594 as amended, not more than 25% cumulative of original contract cost; provided original contract amount is within his authority to approve.</p> <p>2.2 As per PD 1594 as amended, not more than 25% cumulative of original contract cost; provided original contract amount is within his authority to approve.</p> <p>2.3 As per PD 1594 as amended, not more than 25% cumulative of original contract cost; provided original contract amount is within his authority to approve.</p> <p>3. Suspension of Civil Works Contracts</p> <p>Order of Suspension of Contracts</p> <p>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.</p> <p>4. Approval of RIVs for Procurement of Supplies, Materials and Services</p> <p>4.1 RIV for Goods and Services including Tires, Batteries and Accessories (except office equipt.) thru Emergency Purchase.</p> <p>4.1.1 Central Office:</p> <ul style="list-style-type: none"> - Above P750 T/RIV - Up to P750 T/RIV - Up to P500 T/RIV 	<p>AA-PDI / SOEM</p> <p>DM-CMD/SMD</p> <p>Div. Mgr. Eng'g. / Optn.</p> <p>Deputy Administrator AA concerned DM/RM/OM/PM</p>	<p>Administrator</p> <p>AA-PDI / SOEM</p> <p>RIM/OM/PM</p> <p>Signatory to Original Contract</p> <p>Administrator Deputy Administrator AA concerned</p>

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>4.1.2 Field Office:</p> <ul style="list-style-type: none"> - Up to P150 T/RIV - Up to P75 T/RIV <p>4.1.3 For Spare Parts:</p> <ul style="list-style-type: none"> - Up to P500 T/RIV - Up to P100 T/RIV <p>4.2 RIV for Goods and Services (except for Office Equipment) thru Public Bidding</p> <p>4.2.1 International Competitive Bidding/ International Shopping</p> <ul style="list-style-type: none"> - No limit to be certified by RM/PM/OM <p>4.2.2 Thru Domestic/Public Bidding (except for office equipment)</p> <p>4.2.2.1 Central Office:</p> <ul style="list-style-type: none"> - Above P4 M/RIV - Up to P4 M/RIV - Up to P3 M/RIV <p>4.2.2.2 Field Office:</p> <ul style="list-style-type: none"> - Up to P2 M/RIV - Up to P500 T/RIV <p>4.2.2.3 For Spare Parts: (FO)</p> <ul style="list-style-type: none"> - Up to P1 M/RIV - Up to P100 T/RIV 	<p>Div. Manager</p> <p>Asst. PIO/IS/PE/DC</p> <p>Div. Manager</p> <p>Asst. PIO/IS/PE/DC</p> <p>Deputy Administrator</p> <p>Deputy Administrator AA concerned DM/RM/OM/PM</p> <p>Div. Manager</p> <p>Asst. PIO/IS/PE/DC</p> <p>Div. Manager</p> <p>Asst. PIO/IS/PE/DC</p>	<p>RM/OM/PM</p> <p>PIO/IS/PE/DC</p> <p>RM/OM/PM</p> <p>PIO/IS/PE/DC</p> <p>Administrator</p> <p>Administrator Deputy Administrator AA concerned</p> <p>RM/OM/PM</p> <p>PIO/IS/PE/DC</p> <p>RM/OM/PM</p> <p>PIO/IS/PE/DC</p>

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>4.3 RIV for Office Equipment (no luxury item)</p> <p>4.3.1 Central Office:</p> <ul style="list-style-type: none"> - Above P750 T/RIV - Up to P750 T/RIV - Up to P500 T/RIV <p>4.3.2 Field Office:</p> <ul style="list-style-type: none"> - Up to P200 T/RIV - Up to P60 T/RIV 	<p>Deputy Administrator AA concerned DM/RM/OM/PM</p> <p>Div. Manager</p> <p>Asst. PIO/IS/PE/DC</p>	<p>Administrator Deputy Administrator AA concerned</p> <p>RM/OM/PM</p> <p>PIO/IS/PE/DC</p>
<p>5. Lease/Rent of Construction Equipment / Vehicle / Tool</p> <p>5.1 Officials (BAC) authority to conduct price determination thru Public Bidding and Award Contract</p> <ul style="list-style-type: none"> - Up to P1 M - Up to P500 T <p>5.2 Request for Authority to lease/rent equipment and to execute Contract</p> <p>5.2.1 Central Office:</p> <ul style="list-style-type: none"> - Above P3 M - Up to P3 M - Up to P2 M <p>5.2.2 Field Office:</p> <ul style="list-style-type: none"> - Up to P1 M - Up to P500 T 	<p>PIO/IS/PE/DC Asst. PIO/IS/PE/DC</p> <p>Deputy Administrator AA concerned RM/OM/PM</p> <p>PIO/IS/PE</p> <p>Asst. PIO/IS/PE/DC</p>	<p>RM/OM/PM PIO/IS/PE/DC</p> <p>Administrator Deputy Administrator AA-PDI / SOEM</p> <p>RM/OM/PM</p> <p>PIO/IS/PE/DC</p>

REVISED DELEGATED AUTHORITY

	AWARD		CONTRACT
	RECOMMENDING OFFICIAL	APPROVING OFFICIAL	SIGNATORY TO CONTRACT/PO
<p>6. Approval of Award and Contract for Procurement of Supplies, Materials and Services thru:</p> <p>6.1 International Competitive Bidding</p> <ul style="list-style-type: none"> - P50 M and above - Below P50 M <p>6.2 Domestic/National Competitive Bidding (NCB)</p> <p>6.2.1 Central Office:</p> <ul style="list-style-type: none"> - Above P10 M - Up to P10 M - Up to P5 M - Up to P3 M - Up to P500 T <p>6.2.2 Field Office:</p> <ul style="list-style-type: none"> - Up to P2 M - Up to P500 T <p>Note:</p> <p>Contracts requiring Presidential Action and/or Approval shall be submitted thru the NEDA Board per EO 109 dated May 27, 2002 and its Implementing Rules and Regulations.</p> <p>Contracts above P15 M shall be submitted to the NIA Board for information.</p>	<p>Administrator Deputy Administrator</p> <p>Administrator Deputy Administrator AA concerned DM/RM/OM/PM Div. Manager</p> <p>Div. Mgr./APM Asst. PIO/IS/PE/DC</p>	<p>NIA BOD Administrator</p> <p>NIA BOD Administrator Deputy Administrator AA concerned DM-PPRD</p> <p>RM/OM/PM PIO/IS/PE/DC</p>	<p>Administrator Administrator</p> <p>Administrator Administrator Deputy Administrator AA concerned DM - PPRD</p> <p>RM/OM/PM PIO/IS/PE/DC</p>

REVISED DELEGATED AUTHORITY

	AWARD		CONTRACT
	RECOMMENDING OFFICIAL	APPROVING OFFICIAL	SIGNATORY TO CONTRACT/PO
6.3 Negotiated Contract (including equipment and public services)			
6.3.1 Public service and/or furnishing of equipment			
- Up to P10 M/contract	Deputy Administrator	Administrator	Administrator
- Up to P5 M/contract	AA	Deputy Administrator	Deputy Administrator
- Up to P1 M/CONTRACT	DM	AA	AA
6.3.2 Furnishing of supplies, office equipt. and materials			
- Up to P2 M/contract	Deputy Administrator	Administrator	Administrator
- Up to P1 M/contract	AA	Deputy Administrator	Deputy Administrator
- Up to P500 T/contract	DM	AA	AA

PROVISIONS:

- 1 The supplies are urgently needed to meet an emergency which may involve the loss of or 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.
- 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.
- 7 All other provisions embodied in PD 1594 relative to the procurement of civil works constructions.

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>C. PROPERTY</p> <p>1. Disposal of Non-performing Assets</p> <p>a. Results of Bidding and subsequent Award of Sale by Public Auction</p> <p><u>Central Office:</u></p> <ul style="list-style-type: none"> - Above P5M up to P10M - Up to P5M <p><u>Field Office:</u></p> <ul style="list-style-type: none"> - Above P1M up to P5 M - P1M and below <p>Provided that existing guidelines, rules and regulations on auction are strictly adhered.</p> <p>b. Authority to Approve thru Negotiated Sale by NIA Field Official</p> <ul style="list-style-type: none"> - P2.5M and below <p>Provisions:</p> <p>1. Field Officials concerned shall observe Sec. 79 Paragraph C of PD 1445 which requires:</p> <ol style="list-style-type: none"> a. Two failures of bidding before the negotiated sale is effected. b. The negotiated price is approved by the local representative of COA. 	<p>Deputy Administrator Mgr., PPRD</p> <p>Mgr., Adm. Div. Admin. Ofcr.</p> <p>Mgr., Adm. Div.</p>	<p>Administrator AA for AS</p> <p>RM/OM IS/PIE/Dist. Chief</p> <p>RM/OM</p>

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>2. The Property Div., CO shall be furnished copies of the following documents for consolidation and control purposes.</p> <ul style="list-style-type: none"> 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. 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 <p>2. Disposal of Collection in Kind (Palay)</p> <p>Authority to approve and Award Auction/ Negotiated Sale of collection in kind.</p> <p><u>Central Office:</u></p> <ul style="list-style-type: none"> - Above P5M - Above P3M up to P5M <p><u>Field Office:</u></p> <ul style="list-style-type: none"> - Up to P3M - Above P500T up to P1M - P500T and below <p>Provided existing standard procedures and PD 1445 on the account of such auction shall be followed.</p>		<p>Administrator AA-F&M</p> <p>RM/OM Dist. Chief PIE/IS</p>

REVISED DELEGATED AUTHORITY

	AMOUNT INVOLVED	Box A CERTIFYING OFFICIAL	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
D. FINANCIAL MATTERS				
1. Disbursement Vouchers				
1.1 Payrolls/Vouchers on Personnel Services (Salaries, Wages, Allowances, Bonus, Commutation of Leave/s and Monetization)				
Central Office & CO-Based Projects	- Above P500 T	Mgr., PRMD	Mgr., GAD (Alternate-Chief, Disb. Sec.)	AA-AS
	- Up to P500 T	Mgr., PRMD	Mgr., GAD (Alternate-Chief, Disb. Sec.)	AA-AS
	- Up to P100 T	Mgr., PRMD	Chief, Disb. Sec., GAD	AA-AS
Field Office RIO/PMO/HO	one payroll period	Div. Mgr. - Administrative	Head of Acctg./ Proj. Accountant	RM/PM/OM
PIO/NISO/District	one payroll period	Asst. PIE/IS/PE/ District Chief	Head of Acctg. Unit	PIE/IS/PE/District Chief

REVISED DELEGATED AUTHORITY

	AMOUNT INVOLVED	Box A CERTIFYING OFFICIAL	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
1.2 T E V	Central Office			
	- Above P100 T	Dept. Mgr. concerned	Mgr., GAD (Alternate-Chief, Disb. Sec.)	AA concerned
	- Up to P100 T	Div. Mgr. concerned	Chief, Disb. Sec. - GAD	Dept. Mgr. concerned
	Field Office			
1.3 Supplies, Materials, Spare Parts, Office Equipment, and Civil Works (Janitorial Services, Water, Illumination and Power) -	- Above P100 T	Div. Mgr. concerned	Head of Acctg./ Proj. Accountant	RM/OM/PM
	- Up to P100 T	Asst. PIE/IS/PE/ District Chief	Head of Acctg. Unit	PIE/IS/PE/ District Chief
	Central Office			
	- Above P4 M	AA Concerned	Mgr., GAD (Alternate-Chief, Disb. Sec.)	Administrator
	- Up to P4 M	AA Concerned	Mgr., GAD (Alternate-Chief, Disb. Sec.)	Deputy Administrator
	- Up to P1.5 M	Dept. Mgr. concerned	Mgr., GAD (Alternate-Chief, Disb. Sec.)	AA concerned
	- Up to P100 T	Div. Mgr. concerned	Chief, Disb. Sec. - GAD	Dept. Mgr. concerned

REVISED DELEGATED AUTHORITY

	AMOUNT INVOLVED	Box A CERTIFYING OFFICIAL	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
Field Office	- Up to P10 M	Div. Mgr. concerned	Head of Acctg./ Proj. Accountant	RM/OM/PM
	- Up to P1 M	Asst. PIE/IS/PE/ District Chief	Head of Acctg. Unit	PIE/IS/PE/ District Chief
1.4 For Withdrawal Applications to Foreign Lending Institutions				
Central Office	- Above P4 M	AA Concerned	Mgr., GAD (Alternate-Chief, Disb. Sec.)	Administrator
	- Up to P4 M	AA Concerned	Mgr., GAD (Alternate-Chief, Disb. Sec.)	Deputy Administrator
	- Up to P1.5 M	Dept. Mgr. concerned	Mgr., GAD (Alternate-Chief, Disb. Sec.)	AA concerned
* For processing and clearing by FLAD Div. Mgr.				
1.5 Cash Advances / Remittances (Personal Services/ Remit-tances, etc.)				
Central Office	- Above P500 T	Dept. Mgr., CD	Mgr., GAD (Alternate-Chief, Disb. Sec.)	Dep. Administrator
	- Up to P500 T	Mgr., GAD	Chief, Disb. Sec- GAD	AA-FM

REVISED DELEGATED AUTHORITY

	AMOUNT INVOLVED	Box A CERTIFYING OFFICIAL	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
Field Office	- Above P100 T	Div. Mgr. concerned	Head of Acctg./ Proj. Accountant	RM/OM/PM
	- Up to P100 T	Asst. PIE/IS/PE/ District Chief	Head of Acctg. Unit	PIE/IS/PE/ District Chief
1.6 Funding Checks / Fund Transfers				
Central Office	- Above P3 M	Deputy Administrator	Mgr., GAD (Alternate-Chief, Disb. Sec.)	Administrator
	- Up to P3 M	AA for FM	Mgr., GAD (Alternate-Chief, Disb. Sec.)	Deputy Administrator
	- Up to P1 M	Dept. Mgr., CD	Chief Disb. Sec.- GAD	AA for FM
Field Office	- Up to 10 M	Div. Mgr. concerned	Head of Acctg. Unit	RM/OM/PM
1.7 Terminal Leave & Retirement				
Central Office	- Above P100 T	Mgr., PRMD	Mgr., GAD (Alternate-Chief, Disb. Sec.)	AA - AS
	- Up to P100 T	Mgr., PRMD	Chief Disb. Sec.- GAD	AA - AS
Field Office	Above P100 T	Div. Mgr. Administrative	Head of Acctg./ Proj. Accountant	RM/OM/PM
	Up to P100 T	Asst. PIE/IS/PE/ Dist. Chief	Head of Acctg. Unit	PIE/IS/PE/ Dist. Chief

REVISED DELEGATED AUTHORITY

	AMOUNT INVOLVED	Box A CERTIFYING OFFICIAL	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
1.8 Miscellaneous Disb. (Refunds, Reimbursements, Trainings, Bureau of Customs, etc.)				
Central Office	- Above P100 T	Dept. Mgr. concerned	Mgr., GAD (Alternate-Chief, Disb. Sec.)	AA concerned
	- Up to P100 T	Div. Mgr. concerned	Chief Disb. Sec.- GAD	Dept. Mgr. concerned
Field Office	Above P100 T	Div. Mgr. concerned	Head of Acctg./ Proj. Accountant	RM/OM/PM
	Up to P100 T	Asst. PIE/IS/PE/ Dist. Chief	Head of Acctg. Unit	PIE/IS/PE/ Dist. Chief

REVISED DELEGATED AUTHORITY

	SIGNING OFFICIAL
<p>2. PO/Contract^{4/}</p> <p>Certification as to Availability of Funds (CAF)</p> <p>2.1 For Local Cost:</p> <ul style="list-style-type: none"> - Above P50 T - P50 T and below <p>2.2 For Foreign Cost and Local Cost to be paid by the foreign lending institutions</p> <ul style="list-style-type: none"> - Irrespective of amount <p>Provided the Manager, Controllershship Dept. shall sign as witness to all contracts</p> <p>^{4/} All RIVs and Request for Bidding shall 1st pass through the Budget Division for earmarking of funds.</p>	<p>Mgr.,GAD (Alternate-Chief, Disb. Sec.) Chief, Disb. Sec.</p> <p>Mgr., GAD (Alternate-Chief, Disb. Sec.)</p>

REVISED DELEGATED AUTHORITY

	AMOUNT INVOLVED	Box A CERTIFYING OFFICIAL	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
3. Sub-Allotment Advice				
Current Operating Budget	- Above P1.5 M	Mgr., Budget Div. [Alternate-Chief, Corp. Budget Officer(EBA)]	Mgr., GAD (Alternate-Chief, Disb. Sec.)	Administrator
	- Up to P1.5 M	Mgr., Budget Div. [Alternate-Chief, Corp. Budget Officer(EBA)]	Mgr., GAD (Alternate-Chief, Disb. Sec.)	AA-FM
Project Funds	- Above P1.5 M	Mgr., Budget Div. [Alternate-Chief, Corp. Budget Officer(EBA)]	Mgr., GAD (Alternate-Chief, Disb. Sec.)	Administrator
	- Up to P1.5 M	Mgr., Budget Div [Alternate-Chief, Corp. Budget Officer(EBA)]	Mgr., GAD (Alternate-Chief, Disb. Sec.)	AA-FM

REVISED DELEGATED AUTHORITY

	AMOUNT INVOLVED	Box A CERTIFYING OFFICIAL	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
4. Signatories of Checks		Check Signing	Check Countersigning	
Central Office	- Above P2 M - Up to P4 M - Above P1M up to P2M - Up to P1 M	Dept. Mgr., TD Dept. Mgr., TD Dept. Mgr., TD Div. Mgr., Cash Div. - TD [Alternate-Sr. Cashier(MMC)]	Administrator Deputy Administrator AA - FM Dept. Mgr., TD	
1. Alternate signatories to signing/countersigning of checks should be the next higher official. Except, when the Administrator is out of the office on official business or on leave, the designated OIC will countersign checks.				
2. Signatories of other bank transactions such as opening/ closing of accounts, fund transfers, etc.				
Any two of these signatories Administrator Deputy Administrator Asst. Administrator for F&M Department, Manager, TD				
Field Office:	- Up to P10M - Up to P1M	Div. Mgr./PIE/IS/PE Cashier/SDO	RM/OM/PM PIE/IS/PE	

REVISED DELEGATED AUTHORITY

	SIGNATORY TO CONTRACT	SIGNING OFFICIAL
<p>5. MOA for Construction of CIP or Rehab. of CIS/Contract for Repayment of CIP</p> <p>- Above P20 M - Up to P20 M - Up to P10 M</p> <p>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.</p>	<p>RM RM PIE</p>	<p>Aministrator AA - SOEM RM</p>
<p>6. MOA/Contract with IAS for O & M of NIS</p> <p>Original Contracts/Renewal Contracts without changes</p> <p>Renewal Contracts with changes</p> <p>a. Turnover of O&M of NIA service road to IA or LGU</p> <p>- Above P20 M - Up to P20 M - Up to P10 M</p>	<p>IS</p> <p>RM/OM</p> <p>RM/OM IS</p>	<p>RM/OM</p> <p>AA - SOEM</p> <p>Administrator AA - SOEM RM/OM</p>

REVISED DELEGATED AUTHORITY

	AMOUNT INVOLVED	Box A CERTIFYING OFFICIAL	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
<p>7. Payment of ROW (Damages/Improvements)</p> <p>All payments of ROW shall be prepared and paid at respective field offices</p> <p>Field Office</p> <p>RIO</p> <p>no ceiling</p> <p>DM concerned</p> <p>Head of Acctg.</p> <p>RM/OM/PM</p> <p>Provided that the Deed of Absolute Sale is approved by the Admtr. if the amount is more than the authority of the RIM/PM</p> <p>PIO/NIS/PROJ.</p> <p>up to 50T</p> <p>Asst. PIO/IS/PE</p> <p>Head of Acctg. Unit</p> <p>PIO/IS/PE</p> <p>Provided unit price is w/in price set by Provincial Appraisal Committee</p>				

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>8. Dealings of Real Property (ROW) thru:</p> <p>8.1 Absolute Deed of Sale</p> <p>Central Office</p> <ul style="list-style-type: none"> - Above P1M - Up to P1M <p>Corresponding DVs shall be prepared and paid at respective field offices</p> <p>Field Office</p> <ul style="list-style-type: none"> - Up to P500T - P50T and below <p>8.2 Acceptance of Donation</p> <p>Central Office</p> <ul style="list-style-type: none"> - Conditional donation <p>Field Office</p> <ul style="list-style-type: none"> - Absolute donation <p>8.3 Perpetual Easement</p> <p>Field Office</p> <ul style="list-style-type: none"> - Based on assessed value of property 	<p>Deputy Administrator DM/RM/OM/PM</p> <p>Div. Mgr. concerned Asst. PIO/IS/PE</p> <p>AA concerned</p> <p>Div. Mgr. concerned</p> <p>Div. Mgr. concerned</p>	<p>Administrator AA concerned</p> <p>RM/OM/PM PIO/IS/PE</p> <p>Administrator</p> <p>RM/OM/PM</p> <p>RM/OM/PM</p>

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>9. Authority for Miscellaneous Cash Payment</p> <p>Central Office</p> <ul style="list-style-type: none"> - Above P10T <p>Field Office</p> <ul style="list-style-type: none"> - Up to P10T - Up to P5T 	<p>DM concerned</p> <p>Div. Mgr. concerned Asst. PE/IS/Dist. Chief</p>	<p>AA</p> <p>RM/OM/PM PIE/IS/Dist. Chief</p>
<p>10. Approval of all Journal Vouchers (JV's) covering transactions affecting Cash</p> <p>All transactions affecting cash such as receipt of fund checks, fund transfers, bank debit/credit advice, disbursements and adjustments recorded by Journal Vouchers (JVs).</p> <p>Central Office</p> <p>no ceiling</p> <p>Field Office</p> <p>no ceiling</p>	<p>Certified Correct by Manager, GAD</p> <p>Certified Correct by Head of Accounting</p>	<p>AA for F&M</p> <p>RM/OM/PM</p>

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>11. Payments of Back Accounts</p> <p>Field Office:</p> <p>To negotiate with the end-users to establish their real obligation</p> <p>a. Results of such negotiations shall be signed by the IS and the end-user, copy furnished the RM/OM</p>	Asst. IS	IS
<p>12. Authority to designate Temporary Special Disbursing Officer/Special Collecting Officer (SDO/SCO) without additional compensation</p> <p>Central Office</p> <p>Field Office</p> <p>Provisions:</p> <p>a. That the SDO/SCO should be bonded pursuant to MC No. 4, s. 1996 for cash on hand for P2,000 and above.</p> <p>b. Designation shall be limited to personnel on monthly basis only</p> <p>c. Transfer to another station shall automatically terminate his designation.</p>	<p>PIO/IS/PE</p> <p>AA for F&M</p> <p>PIO/IS/PE</p>	<p>RM/PM/OM</p> <p>Administrator</p> <p>RM/PM/OM</p>

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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>d. Cash Advances subject to liquidation per COA Circular No. 090-331 as amended by COA Circular No. 91-350</p> <p>13. Authority to designate Temporary Petty Cash Officer without bond</p> <p>Central Office</p> <p>Field Office</p> <p>Provisions:</p> <p>a. The cash on hand shall not be more than P 1,950.00 at any time</p> <p>b. Designation shall be limited to personnel on monthly basis.</p> <p>c. Transfer to another station shall automatically terminate his/her designation.</p> <p>d. Petty Cash subject to liquidation per COA Circular No. 090-331 as amended by COA Circular No. 91-350</p>	<p>PIO/IS/PE</p> <p>DM concerned</p> <p>PIO/IS/PE</p>	<p>RM/PM/OM</p> <p>AA for F & M</p> <p>RM/PM/OM</p>

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
E. ADMINISTRATIVE MATTERS		
1. Creation/Extension of Daily Positions		
1.1 Creation/Extension of Daily Positions charged to COB		
All requests for creation/extension of daily positions charged to COB	DM-MSD/AA-FM	Administrator
1.2 Creation/Extension of Daily Positions charged to Project		
Requests of Project Offices (Foreign-Assisted or Locally-Funded)		
SG 17 up to SG 22 (including lower positions under his staff)	PM/RM	AA concerned
SG 1 to SG 16 (including lower positions under his staff)	PIO/IS/Div. Mgr./ APM/PE	RM/OM/PM
2. Authority to Fill Vacant Positions		
2.1 All requests for Authority to fill vacant monthly positions	AA concerned thru the Mgr., MSD	Administrator
3. Appointments		
3.1 Appointment of Monthly Personnel		
Provided the authority to fill the position has been approved by the Administrator		
- SG 24 and above including PIE/IS	AA concerned	Administrator
- All personnel under the Administrator's Staff		Administrator
- All personnel under the Deputy Administrator's Staff		Deputy Administrator
- All personnel under the AA's Staff		AA concerned

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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<ul style="list-style-type: none"> - Positions above Section Chief level up to SG 23 under the functional supervision of the Recommending Officials except Heads of Offices - Positions below Section Chief in CO - Positions from Section Chief and below of Regional Office and positions below PIE/IS 	<p>RM/OM/PM/DM concerned</p> <p>DM concerned</p> <p>Div. Mgr./APM/PIO/IS</p>	<p>AA concerned</p> <p>AA concerned</p> <p>RM/OM/PM</p>
<p>3.2 Appointments of Daily Personnel</p> <p>Provided included in the approved Plantilla of Daily Personnel</p> <p>3.2.1 Central Office</p> <ul style="list-style-type: none"> - All personnel under the Administrator's staff - All personnel under the DA's Staff - All personnel under the AA's staff - SG 17 to SG 22 Provided PAS is approved by the Administrator - SG 1 to SG 16 including lower positions under the Staff of the Dept. Mgr. Provided PAS is approved by the Administrator <p>3.2.2 Field Offices</p> <ul style="list-style-type: none"> - Up to SG 16 w/in his Region/ Project/Integrated Systems - Up to SG 8 provided charged to project funds 	<p>AA concerned</p> <p>DM concerned</p> <p>IS/PIO/Div. Mgr./APM</p> <p>Sec. Chief/Asst. IS/ Asst. PIO</p>	<p>Administrator</p> <p>Deputy Administrator</p> <p>AA concerned</p> <p>Deputy Administrator</p> <p>AA concerned</p> <p>RM/OM/PM</p> <p>PIO/IS/PE</p>

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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>4. Separation from the Service thru:</p> <p>4.1 Resignation/transfer (must be supported with proper clearance from financial and property accountabilities)</p> <ul style="list-style-type: none"> - DM/RM/OM/PM/APM/PIO/IS - Monthly/Daily personnel under the immediate supervision of the Administrator - Monthly/Daily personnel under the immediate supervision of the Deputy Administrator - Monthly/Daily personnel in Central Office below DM under the Office of the AA - Division Chief in FO except DM/RM/OM/PM/APM/PIO/IS - Daily and Monthly personnel below Section Chief level - Daily personnel up to SG 8 charged to Proj. appointed by the Asst. PIO/IS/PE <p>4.2 Termination of Services Provided that necessary clearances from work, property and financial accountabilities have been secured</p> <p>4.2.1 Monthly Personnel</p> <ul style="list-style-type: none"> - SG 24 and above including PIE/IS - All personnel under the Administrator's Staff - All personnel under the Deputy Administrator's Staff - All personnel under the AA's Staff 	<p>AA concerned</p> <p>DM concerned</p> <p>RM/OM/PM</p> <p>PIO/IS/PE/Div. Mgr.</p> <p>Asst PIO/IS/PE</p> <p>AA concerned</p>	<p>Administrator</p> <p>Administrator</p> <p>Deputy Administrator</p> <p>AA concerned</p> <p>AA concerned</p> <p>RM/OM/PM</p> <p>PIO/IS/PE</p> <p>Administrator</p> <p>Administrator</p> <p>Deputy Administrator</p> <p>AA concerned</p>

REVISED DELEGATED AUTHORITY

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<ul style="list-style-type: none"> - Positions above Section Chief level up to SG 23 under the functional supervision of the Recommending Officials except Heads of Offices - Positions below Section Chief in CO - Positions from Section Chief and below of Regional Office and positions below PIE/IS 	<p>RM/OM/PM/DM concerned</p> <p>DM concerned</p> <p>Div. Mgr./APM/PIO/IS</p>	<p>AA concerned</p> <p>AA concerned</p> <p>RM/OM/PM</p>
4.2.2. Daily Personnel		
4.2.2.1 Central Office		
<ul style="list-style-type: none"> - All personnel under the Administrator's staff - All personnel under the DA's Staff - All personnel under the AA's staff - SG 17 to SG 22 Provided PAS is approved by the Administrator - SG 1 to SG 16 including lower positions under the Staff of the Dept. Mgr. Provided PAS is approved by the Administrator 	<p>AA concerned</p> <p>DM concerned</p>	<p>Administrator</p> <p>Deputy Administrator</p> <p>AA concerned</p> <p>Administrator</p> <p>AA concerned</p>
4.2.2.2 Field Offices		
<ul style="list-style-type: none"> - Up to SG 16 w/in his Region/ Project/Integrated Systems - Up to SG 8 provided charged to project funds 	<p>IS/PIO/Div. Mgr./APM</p> <p>Sec. Chief/Asst. IS/ Asst. PIO</p>	<p>RM/OM/PM</p> <p>PIO/IS/PE</p>

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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>4.3 Terminal Leave/Retirement and Payment of corresponding benefits</p> <p>4.3.1 Application for Terminal Leave</p> <ul style="list-style-type: none"> - DA/AA/immediate staff - RM/OM/PM/APM/DM/PIE/IS - Monthly/Daily personnel under the supervision of the Dep. Administrator - Monthly personnel below Dept. Mgr. in CO; daily personnel in CO under the supervision of DM concerned - Monthly field Cashier and other accountable officers - Monthly field personnel from Section Chief level up to Div. Mgr. except PIE/IS - Monthly/Daily field personnel under PIE/IS/PIO except Div. Mgr./Asst.PM/PIE/IS/Cashier and other accountable officers <p>4.3.2 Application for Retirement</p> <p>All retirement applications under RA 1616 (Per GSIS MC)</p> <p>All retirement applications under RA 660, PD 1146 and RA 8291 of the following personnel:</p> <ul style="list-style-type: none"> - DA/AA/DM/RM/PM/OM/PIE/IS including all monthly/daily personnel under his staff - all accountable officers (C.O. and F.O.) - below Dept. Mgr. level in C.O. - Div. Mgr./APM in F.O. - below Division level except PIE/IS/Accountable officers 	<p>AA concerned</p> <p>DM concerned</p> <p>RM/OM/PM</p> <p>RM/OM/PM</p> <p>PIE/IS/PE</p> <p>PRMD/AA-AS/AA-FM</p> <p>PRMD/AA-AS/AA-FM</p> <p>PRMD/AA-AS DM concerned/DM-PRMD</p> <p>RM/OM/PM</p>	<p>Administrator</p> <p>Deputy Administrator</p> <p>Deputy Administrator</p> <p>AA - AS</p> <p>AA - FM</p> <p>AA - AS</p> <p>RM/OM/PM</p> <p>Administrator</p> <p>Administrator</p> <p>AA - FM AA - AS</p> <p>AA - AS</p> <p>RM/OM/PM</p>

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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>5. Application for Vacation/Sick Leave of Absence with or without Pay</p> <ul style="list-style-type: none"> - DAAA; all personnel under his staff; above 30 days leave of RM/OM/PM/DM - All personnel under his staff - All personnel under his staff regardless of no. of days; more than 120 days for all C.O. personnel up to Section Chief level; up to 30 days for DM; more than 30 days for Div. Chief level - 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 - Up to 120 days for all personnel up to Section Chief level - Up to 30 days for Div. Mgr. level - Up to 120 days for all personnel under his supervision; up to 30 days PIE/IS/Div. Mgr. - Up to 60 days for all personnel under his supervision <p>Maternity Leave:</p> <ul style="list-style-type: none"> - Central Office personnel - Field Office personnel 	<p>DM concerned</p> <p>RM/OM/PM</p> <p>Div. Mgr. concerned</p> <p>PIE/IS/PE</p> <p>DM concerned</p> <p>AA concerned RM/OM/PM</p>	<p>Administrator</p> <p>Deputy Administrator</p> <p>AA concerned</p> <p>AA concerned</p> <p>DM concerned DM concerned</p> <p>RM/OM/PM</p> <p>PIO/IS/PE</p> <p>AA - AS RM/OM/PM</p>
<p>6. Dropping from the Rolls of AWOL Personnel</p>	<p>AA concerned RM/OM/PM</p>	<p>Administrator</p>
<p>7. Notice of Salary/Wage Adjustment</p> <ul style="list-style-type: none"> - Deputy Adm./AA - RM/OM/PM/DM and Daily personnel under his supervision - All other Monthly/Daily personnel <p style="padding-left: 40px;">Central Office</p> <p style="padding-left: 40px;">Field Office</p>	<p>DM PRMD</p> <p>Mgr., Personnel Div. Mgr., Admin. Div.</p>	<p>Administrator</p> <p>AA - AS</p> <p>DM PRMD RM/OM/PM</p>

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<p>8. Travel of Personnel</p> <p>8.1 Travel Order</p> <p>FOREIGN TRAVEL:</p> <ul style="list-style-type: none"> - Travel of the Adm./DA/AA - Delegations or groups of 2 or more regardless of ranks - Travel of NIA personnel below AA level for more than one (1) calendar month - Travel of NIA personnel below AA level up to one (1) calendar month - Travel of NIA personnel below AA level on scholarship grant sponsored by foreign institution or thru NEDA <p>LOCAL TRAVEL:</p> <ul style="list-style-type: none"> - Travel of all personnel for more than 30 days - Official travel to CO and any travel outside the region of field officials and employees - Up to 30 days of the DA/AA - Travel of all his staff not exceeding seven (7) days - Up to 30 days for personnel under his sector incl. travel of the RM/OM/PM - Up to 30 days for personnel under his supervision including the PIE/IS/PE - Up to 10 days for personnel under his supervision 	<p>DA Secretary</p> <p>DA Secretary</p> <p>Administrator</p> <p>AA concerned</p> <p>AA concerned</p> <p>DA Secretary</p> <p>AA concerned</p> <p>DM concerned</p> <p>Div. Mgr./Asst. PM</p>	<p>President</p> <p>President</p> <p>DA Secretary</p> <p>Administrator</p> <p>Administrator</p> <p>Pres. or Office Rep.</p> <p>Administrator</p> <p>Administrator</p> <p>Deputy Administrator</p> <p>AA concerned</p> <p>RM/OM/PM</p> <p>PIO/IS/PE</p>

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<p>8.2 Itinerary of Travel (FO & FO)</p> <ul style="list-style-type: none"> - Beyond 30 days travel of DA/AA; travels of all other personnel - Travel of all his staff not exceeding seven (7) days - Up to 30 days of RM/OM/PM/DM immediate staff, including all personnel under his sector - Up to 15 days of personnel under his supervision - Up to 30 days - Up to 10 days <p>8.3 Certificate of Appearance</p> <p>Field Office to Central Office:</p> <ul style="list-style-type: none"> - RM/OM/PM/Div. Mgr./PIE/IS/PE - Below Div. Chief <p>Central Office to:</p> <p>Regional Office</p> <p>PIO/Systems</p> <p>Projects</p> <p>CA shall be signed by the concerned chief of office upon presentation of the approved authority from the issuing office</p>	<p>AA concerned</p> <p>Section Chief concerned PIE/IS/PE</p>	<p>Administrator Deputy Administrator</p> <p>AA concerned</p> <p>DM RM/OM/PM/DM PIO/IS/PE</p> <p>AA concerned DM concerned</p> <p>RM/OM PIE/IS/PE PM</p>
<p>9. Request for Authority to Render Overtime Services</p> <ul style="list-style-type: none"> - All OT in CO and FO for more than 30 days - Up to 30 days for personnel under his staff - Up to 30 days for personnel under his sector - Up to 15 days for personnel under his department - Up to 30 days for personnel under his supervision - Up to 15 days for personnel under his supervision <p>Provisions:</p> <p>a. There is no increase in the amount of POW and no funds are requested from C.O.</p> <p>b. The total overtime pay of the employee for the year shall not exceed fifty percent (50%) of his annual basic salary.</p>	<p>AA concerned</p> <p>DM concerned Div. Chief PIE/IS/PE</p>	<p>Administrator Deputy Administrator</p> <p>AA concerned DM concerned RM/OM/PM PIE/IS/PE</p>

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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>10. Detail/Reassignment/Rotation of Personnel</p> <p>a. Monthly</p> <ul style="list-style-type: none"> - Any salary grade from one region to another, project to region, field office to CO or vice versa. - All personnel within CO/FO from Division level and above - All personnel w/in same region/project/ department under his functional supervision except Div. Mgr. & above - Section Chief and below within the same Region/Project/Integrated Systems/Dept. <p>b. Daily</p> <ul style="list-style-type: none"> - All daily personnel within the same Region/Project/Integrated System/Department 	<p>RM/OM/PM/AA concerned</p> <p>AA concerned</p> <p>RM/OM/PM/DM</p> <p>Div. Mgr./APM/PIE/IS/PE</p> <p>PIE/IS/PE/Div. Mgr.</p>	<p>Administrator</p> <p>Administrator</p> <p>AA concerned</p> <p>DM/RM/OM/PM</p> <p>RM/OM/PM/DM</p>
<p>11. Designation of Personnel as OIC</p> <ul style="list-style-type: none"> - RM/OM/PM/DM/Div. Mgr./PIE/IS/PE/Accountable Officers/immediate staff - All other personnel - Section Chief and below 	<p>AA concerned/Dep. Administrator</p> <p>DM concerned</p> <p>PIE/IS/PE/Div. Mgr.</p>	<p>Administrator</p> <p>AA concerned</p> <p>RM/OM/PM</p>
<p>13. Decisions in Administrative Cases</p> <ul style="list-style-type: none"> - All cases 	<p>DM-LD/AA concerned/Dep. Administrator</p>	<p>Administrator</p>
<p>14. Request for Flexi Time - Field Office</p> <ul style="list-style-type: none"> - All monthly and daily personnel under his supervision 	<p>Div. Mgr./APM/PIE/IS</p>	<p>RM/OM/PM</p>
<p>15. Authority to Exercise Profession</p>	<p>RM/OM/PM/DM</p>	<p>AA - AS</p>