



Republika ng Pilipinas
Department of Agriculture
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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MC No. 14 s. 2009

MEMORANDUM CIRCULAR

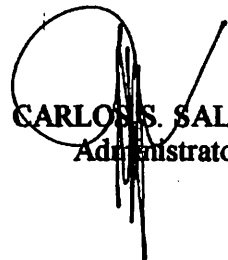
TO : THE ACTING SR. DEPUTY ADMINISTRATOR, ACTING DEPUTY ADMINISTRATORS, DEPARTMENT MANAGERS, REGIONAL/PROJECT/OPERATIONS MANAGERS, ACTING IMO MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED

SUBJECT : REVISED DELEGATED AUTHORITIES TO NIA OFFICIALS

For the information and guidance of all concerned, attached is the Revised Delegated Authorities to NIA officials as approved by the NIA Board of Directors during their 3rd Special Board Meeting held on December 17, 2008 per Board Resolution No. 7558-08.

The revision is necessary to equip the new set of NIA officials the required authority to expedite transactions in the Central and Field Offices and shall take effect immediately.

For strict compliance.


CARLOS S. SALAZAR
Administrator

11 March 2009



NATIONAL IRRIGATION ADMINISTRATION

BOARD OF DIRECTORS RESOLUTION

SUBJECT: Delegated Authority – Proposed per approved Rationalization Plan.

**RESOLUTION NO. 7558-08
SERIES OF 2008**

*Auth
1/5/09*

RESOLVED, as it is hereby resolved, on motion duly seconded, to approve the Revised Delegated Authority per approved Rationalization Plan (attached as Annex "A" of this excerpt) in line with the approval of the Designation of Key Officials of the National Irrigation Administration.

Date Adopted:

December 17, 2008

I, the undersigned, hereby certify that the foregoing is a true copy of the resolution adopted by the Board of Directors of the National Irrigation Administration and spread in the minutes of a duly constituted meeting of said Board held on December 17, 2008.

3rd Special Board
Meeting for CY 2008

Renato M. Resuma
RENATO M. RESUMA
Corporate Board Secretary

DELEGATION OF AUTHORITY PER APPROVED RATIONALIZATION PLAN

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
A. TECHNICAL MATTERS		
1. Plans:		
A. National Irrigation Projects/Systems:		
a. General layout and irrigation and drainage network plans.	DA-Eng'g & Oper.	Administrator
b. Profile of main canal and laterals.	DA-Eng'g & Oper.	Administrator
c. Office building and camp facilities development plan.	DA-Eng'g & Oper.	Administrator
d. All major revisions thereof on the above plans.	DA-Eng'g & Oper.	Administrator
e. All survey / parcellary maps	Mgr.-Eng'g. & Oper. Div.	RM/OM/PM
B. Communal Irrigation Projects/Systems:		
a. General layout and irrigation and drainage network plans.	Mgr.-Eng'g. & Oper. Div.	RM/PM
b. Profile of main canal and laterals.	Mgr.-Eng'g. & Oper. Div.	RM/PM

DELEGATION OF AUTHORITY PER APPROVED RATIONALIZATION PLAN

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
c. All major revisions thereof on the above plans.	Mgr.-Eng'g. & Oper. Div.	RM/PM
d. All survey / parcellary maps	Mgr.-Eng'g. & Oper. Div.	RM/PM
Provision: Central Office, c/o DSD, shall be furnished copies of plans approved by field office.		
2. Design of Structures		
A. Central Office	DA-Eng'g & Oper.	Administrator
a. Storage dams and diversion weirs, regardless of height.		
b. Intake structures, servicing above 1,000 hectares.		
c. Canal structures costing above P20 million per structure.		
d. All revisions thereof on the above plans.		

DELEGATION OF AUTHORITY PER APPROVED RATIONALIZATION PLAN

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<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>Mgr.-Eng'g. & Oper. Div.</p> <p>Mgr.-Eng'g. & Oper. Div.</p> <p>Mgr.-Eng'g. & Oper. Div.</p>	<p>RM/OM/PM</p> <p>RM/OM/PM</p> <p>RM/OM/PM</p>
<p>3. Program of Works:</p> <p>- Above P40M</p> <p>- Above P10M up to P40M</p> <p>- Above P5M up to P10M</p> <p>- P5M and below</p> <p>Provision: Central Office, c/o DA-EO, shall be furnished copies of POW approved by field offices.</p>	<p>Sr. Deputy Admtr.</p> <p>RIM/OM/PM</p> <p>Mgr.-Eng'g. & Oper. Div.</p> <p>Head of Eng'g., Oper. & Maint, Section</p>	<p>Administrator</p> <p>DA-Eng'g & Oper.</p> <p>RM/OM/PM</p> <p>IMO Head/District Chief</p>

DELEGATION OF AUTHORITY PER APPROVED RATIONALIZATION PLAN

	AWARD		CONTRACT
	RECOMMENDING OFFICIAL	APPROVING OFFICIAL	SIGNATORY AND APPROVING OFFICIAL
B. PROCUREMENT			
1. Bidding and Award: Approval of Award and Contract for Civil Works thru:			
1.1 International Competitive Bidding (ICB)			
- P50 M and above	Administrator	NIA BOD	Administrator
- Below P50 M	Sr. Dep Administrator	Administrator	Administrator
1.2 Domestic/National Competitive Bidding (NCB)			
- Above P50 M	Administrator	NIA BOD	Administrator
- Above P25M up to P50 M	Sr. Deputy Admtr.	Administrator	Administrator
- Above 3M up to 25M	Mgr.Eng'g & Oper. Div.	RM/OM/PM	RM/OM/PM
- Up to P3 M	Asst. IMO/PE/DC	IMO/PE/DC	IMO/PE/DC
1.3 Pacquiao Contracts (FO)			
- Above P500T up to P1 M	Mgr.-Eng'g. & Oper. Div.	RM/OM/PM	RM/OM/PM
- Up to P500 T	Asst. IMO/PE/DC	IMO/PE/DC	IMO/PE/DC
<p>Note:</p> <p>Contracts requiring Presidential Action and/or Approval shall be submitted thru the NEDA Board per EO 423 dated 30 April 2005 as amended by EO 645 dated 31 July 2007.</p> <p>Contracts above P15 M shall be submitted to the NIA Board for information.</p>			

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>2. Variation Orders for Civil Works Contracts</p> <p>2.1 As per RA 9184 and its IRR-A not more than 10% cumulative of original contract cost; provided original contract amount is within his authority to approve.</p> <p>2.2 As per RA 9184 and its IRR-A not more than 10% 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/IMO/PE), the DA Eng'g & Oper. shall be furnished a copy of the suspension order within ten (10) days from issuance of order.</p> <p>4. Approval of Purchase Request (PR) for Procurement of Supplies, Materials and Services</p> <p>4.1 Purchase Request for Goods and Services thru Shopping:</p> <p>4.1.1 When there is an unforeseen contingency requiring immediate purchase:</p> <p>Provided the amount shall not exceed P50T</p> <p style="padding-left: 40px;">Central Office</p> <p style="padding-left: 40px;">Field Office</p> <p>4.1.2 Procurement of ordinary or regular office supplies and equipment not available in the Procurement Service</p> <p>Not to exceed P250T</p> <p style="padding-left: 40px;">Central Office</p> <p style="padding-left: 40px;">Field Office</p> <p>Provided that the procurement does not result in splitting of contracts, as provided in Sec. 54.1 of IRR-A of RA 9184. Provided, further, that at least three (3) price quotations from bona fide suppliers shall be obtained.</p>	<p>DA-Eng'g & Oper.</p> <p>Mgr.-Eng'g. & Oper. Div.</p> <p>Dept. Mgr. Concerned Asst. IMO/PE/DC</p> <p>Dep. Admtr. Concerned Div. Manager</p>	<p>Administrator</p> <p>RM/OM/PM</p> <p>Signatory to Original Contract</p> <p>Dep. Admtr. Concerned IMO/PE/DC</p> <p>Sr. Dep. Administrator RM/OM/PM</p>

**DELEGATION OF AUTHORITY
FOR APPROVED RATIONALIZATION PLAN**

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>4.2 Purchase Request for Goods and Services thru Public Bidding</p> <p>4.2.1 International Competitive Bidding/ International Shopping</p> <ul style="list-style-type: none"> - No limit <p style="padding-left: 40px;">Requesting Officer - DA for Eng'g & Oper.</p> <p>4.2.2 Public Bidding</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 P4 M/RIV - Up to P1M /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>5. Lease/Rent of Construction Equipment / Vehicle / Tool</p> <p>5.1 Officials (BAC) authorized to conduct price determination thru Public Bidding</p> <ul style="list-style-type: none"> - Above P500T up to P2 M - Up to P500 T 	<p>Sr. Deputy Admtr.</p> <p>Sr. Deputy Admtr. DA - Eng'g. & Oper. DM/RM/OM/PM</p> <p>Div. Manager</p> <p>Asst. IMO/PE/DC</p> <p>Div. Manager</p> <p>Asst. IMO/PE/DC</p>	<p>Administrator</p> <p>Administrator Sr. Deputy Admtr. DA concerned</p> <p>RM/OM/PM</p> <p>IMO/PE/DC</p> <p>RM/OM/PM</p> <p>IMO/PE/DC</p> <p>RM/OM/PM</p> <p>IMO/PE/DC</p>

DELEGATION OF AUTHORITY FOR APPROVED RATIONALIZATION PLAN

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<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 - Above P2M up to P3 M - Above P1M Up to P2 M - Up to P1M <p>6. Project Procurement Management Plans for inclusion into the NIA's Annual Procurement Plan</p> <p>Note: PPMP cannot be the basis for procurement but the approved Annual Procurement Plan</p> <p>7. Annual Procurement Plan</p>	<p>DA concerned</p> <p>RM/OM/PM</p> <p>IMO/PE/DC</p> <p>Asst. IMO/PE/DC</p> <p>Mgr.-Eng'g. & Oper. Div.</p> <p>DA - Admin & Finance</p>	<p>Sr. Deputy Admtr.</p> <p>DA concerned</p> <p>RM/OM/PM</p> <p>IMO/PE/DC</p> <p>RM/OM/PM</p> <p>Administrator</p>

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	AWARD		CONTRACT
	RECOMMENDING OFFICIAL	APPROVING OFFICIAL	SIGNATORY/ APPROVING OFFICIAL TO CONTRACT/PO
8. Approval of Award and Contract for Procurement of Supplies, Materials and Services thru:			
8.1 International Competitive Bidding			
- P50 M and above	Administrator	NIA BOD	Administrator
- Below P50 M	Sr. Deputy Admtr.	Administrator	Administrator
8.2 National Competitive Bidding (NCB)			
8.2.1 Central Office:			
- Above P10 M	Administrator	NIA BOD	Administrator
- Above P5M up to P10 M	Deputy Admtr.	Sr. Deputy Admtr.	Sr. Deputy Admtr.
- Above P1M up to P5 M	Mgr. Admin. Dept.	DA concerned	DA concerned
- Up to P1M	Mgr., Proc. & Prop. Div.	Mgr., Admin. Dept.	Mgr., Admin. Dept.
8.2.2 Field Office:			
- Up to 5M	Div. Mgr./APM	RM/OM/PM	RM/OM/PM
- Up to P2M	Asst. IMO/PE/DC	IMO/PE/DC	IMO/PE/DC
Note: Contracts requiring Presidential Action and/or Approval shall be submitted thru the NEDA Board per EO 423 dated 30 April 2005 as amended by EO 645 dated 31 July 2007. Contracts above P15 M shall be submitted to the NIA Board for information.			

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	AWARD		CONTRACT
	RECOMMENDING OFFICIAL	APPROVING OFFICIAL	SIGNATORY/ APPROVING OFFICIAL TO CONTRACT/PO
8.3 Negotiated Procurement (Subject to the provisions of Section 53 of the IRR-A of RA 9184) 8.3.1 Public service and/or furnishing of equipment - Above P5M up to P10 M/contract - Above P1M up to P5 M/contract - Up to P1 M/contract 8.3.2 Furnishing of supplies, office equipt. and materials - Above P1M up to P2 M/contract - Up to P1M	Sr. Deputy Admtr. Deputy Admtr. Department Mgr. Sr. Deputy Admtr. Deputy Admtr.	Administrator Sr. Deputy Admtr. Deputy Admtr. Administrator Sr. Deputy Admtr.	Administrator Sr. Deputy Admtr. Deputy Admtr. Administrator Sr. Deputy Admtr.

DELEGATION OF AUTHORITY PER APPROVED RATIONALIZATION PLAN

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
C. PROPERTY		
1. Disposal of Non-performing Assets		
a. Results of Bidding and subsequent Award of Sale by Public Auction		
Central Office:		
- Above P5M up to P10M	Sr. Deputy Admtr.	Administrator
- Up to P5M	Mgr., Admin. Dept.	DA - Admin & Finance
Field Office:		
- Above P1M up to P5 M	Mgr., Adm. Div.	RM/OM
- P1M and below	Admin. Services Ofcr.	IMO Head/Dist. Chief
Provided that existing guidelines, rules and regulations on auction are strictly adhered.		
b. Authority to Approve thru Negotiated Sale		
Central Office:		
- Above P2.5M	DA - Admin & Finance	Administrator
- P2.5M and below	Mgr., Admin. Dept.	DA - Admin & Finance
Field Office:		
- P2.5M and below	Mgr., Adm. Div.	RM/OM

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>Provisions:</p> <ol style="list-style-type: none"> 1. Field Officials concerned shall observe Sec. 79 Paragraph C of PD 1445 which requires: <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. 2. The Property Div., CO shall be furnished copies of the following documents for consolidation and control purposes. <ol 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. 		

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>d. Certification from Supply Officers concerned that the equipment been dropped from the inventory and that the disposal have been reflected in the Equipment Ledger Card.</p> <p>e. Gate Pass indicating the Official Receipt No. of payment</p> <p>2. Disposal of Collection in Kind (Palay)</p> <p>Authority to approve and Award Auction/ Negotiated Sale of collection in kind.</p> <p>Central Office:</p> <ul style="list-style-type: none"> - Above P5M - Above P3M up to P5M <p>Field Office:</p> <ul style="list-style-type: none"> - Up to P3M - Up to P1M <p>Provided existing standard procedures and PD 1445 on the account of such auction shall be followed.</p>		<p>Administrator</p> <p>Dep. Admtr. - Admin. & Finance</p> <p>RM/OM</p> <p>IMO Head/Dist. Chief</p>

DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN

	Payee	Box A REQUESTING OFFICER	Box B CERTIFY AVAILABILITY OF ALLOTMENT
D. FINANCIAL MATTERS			
1. Budget Utilization Request (BUR) - Fund 501 Obligation Request (OR) - Project Funds			
1.1 Payrolls/Vouchers on Personnel Services (Salaries, Wages, Allowances, Bonus, Commutation of Leave/s and Monetization) & Overtime			
Central Office		Mgr., Admin. Dept.	Mgr., Budget Div.
Regional Office		Mgr. Admin. & Finance Div.	Head of Budget Unit /Financial Planning <i>Specialist B</i>
Field Office		Admin. Services Officer	Sr. Acctg. Processor A
1.2 Claims of employees other than PS			
Central Office	Below Div. Mgr.	Div. Mgr. concerned	Mgr., Budget Div.
	Division Mgr.	Dept. Mgr. concerned	Mgr., Budget Div.
	Department Mgr.	Deputy Admtr. Concerned	Mgr., Budget Div.
Regional Office	Below Div. Mgr.	Div. Mgr. concerned	Head of Budget Unit / Financial Planning Specialist B
	Division Mgr.	Regional Mgr.	Head of Budget Unit / Financial Planning Specialist B
	Regional Mgr.	Regional Mgr.	Head of Budget Unit / Financial Planning Specialist B
Field Office	Div. Mgr. and below	Div. Mgr.	Sr. Accounting Processor A
1.3 Supplies, Materials, Spare Parts, Office Equipment, and Civil Works (Box A depends on the nature of transactions/claims to be certified by the concerned Requesting Officer .			

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	AMOUNT INVOLVED	Box A CERTIFIED BY	Box B APPROVING OFFICIAL
2. Disbursement Vouchers			
2.1. Payrolls/Vouchers on Personnel Services (Salaries, Wages, Allowances, Bonus, Commutation of Leave/s and Monetization) & Overtime			
Central Office & CO-Based Projects	Regardless of amount	Mgr., Acctg. Div.	- Mgr. Administrative Department
Field Office RIO/PMO/HO	one payroll period	Chief Corp. Accountant B, Finance Sec.	RM/PM/OM
IMO	one payroll period	Head of Acctg.	IMO Head/DC
2.2 TE V			
Central Office	- Above P100 T	Mgr., Acctg. Div.	Deputy Admtr. concerned
	- Up to P100 T	Mgr., Acctg. Div.	Dept. Mgr. concerned
Field Office	- Up to P100 T	Head of Acctg./ Proj. Accountant	RM/OM/PM
IMO	- Up to P100 T	Head of Acctg.	IMO Head/DC

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	AMOUNT INVOLVED	Box A CERTIFIED BY	Box B APPROVING OFFICIAL	
2.3 Supplies, Materials, Spare Parts, Office Equipment, and Civil Works (Janitorial Services, Water, Illumination and Power) -				
	Central Office	- Above P5 M	Mgr., Acctg. Div.	Administrator
		- Above P1.5 M up to P5 M	Mgr., Acctg. Div.	Sr. Deputy Administrator
		- Up to P1.5 M	Mgr., Acctg. Div.	Deputy Admtr. concerned
		- Up to P100 T	Mgr., Acctg. Div.	Dept. Mgr. concerned
	Field Office	- Up to P10 M	Head of Acctg./ Proj. Accountant	RM/OM/PM
	- Up to P1 M	Head of Acctg.	IMO Head/DC	
2.4 For Non-Cash DV (Withdrawal Applications to Foreign Lending Institutions)				
	Central Office	- Above P4 M	Mgr., Acctg. Div.	Administrator
		- Above P1.5 M up to P4 M	Mgr., Acctg. Div.	Sr. Deputy Admtr.
		- Up to P1.5 M	Mgr., Acctg. Div.	Deputy Admtr. Admin & Finance

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	AMOUNT INVOLVED	Box A CERTIFIED BY	Box B APPROVING OFFICIAL
2.5 Cash Advances / Remittances (Personal Services/ Remittances, etc.)			
Central Office	Regardless of amount	Mgr., Acctg. Div.	Deputy Admtr. Admin & Finance
Field Office	Regardless of amount	Head of Acctg./ Proj.Accountant	RM/OM/PM
IMO	- Up to P100 T	Head of Acctg.	IMO Head/DC
2.6 Terminal Leave & Retirement			
Central Office	Regardless of amount	Mgr., Acctg. Div.	Deputy Admtr. Admin & Finance
Field Office	Regardless of amount	Head of Acctg./ Proj. Accountant	RM/OM/PM
IMO	- Up to P100 T	Head of Acctg.	IMO Head/DC

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	AMOUNT INVOLVED	Box A CERTIFIED BY	Box B APPROVING OFFICIAL
<p>2.7 Payment of ROW (Damages/Improvements)</p> <p>All payments of ROW shall be prepared and paid at respective field offices</p> <p>Field Office RIO</p> <p>no ceiling</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>IMO</p> <p>up to 50T</p> <p>Head of Acctg.</p> <p>IMO Head/DC</p> <p>Provided unit price is w/in price set by Provincial Appraisal Committee</p>			
<p>2.8 Miscellaneous Disb. (Refunds, Reimbursements, Trainings, Bureau of Customs, etc.)</p> <p>Central Office</p> <p>- Above P100 T</p> <p>Mgr., Acctg. Div.</p> <p>Deputy Admtr. concerned</p> <p>- Up to P100 T</p> <p>Mgr., Acctg. Div.</p> <p>Dept. Mgr. concerned</p> <p>Field Office</p> <p>Above P100 T</p> <p>Head of Acctg./ Proj. Accountant</p> <p>RM/OM/PM</p> <p>IMO</p> <p>- Up to P100 T</p> <p>Head of Acctg.</p> <p>IMO Head/DC</p>			

DELEGATION OF AUTHORITY PER APPROVED RATIONALIZATION PLAN

	SIGNING OFFICIAL
<p>3. PO/Contract^{3/}</p> <p>Certification as to Availability of Funds (CAF)</p> <p>3.1 For Local Cost:</p> <ul style="list-style-type: none"> - Above P50 T - P50 T and below <p>3.2 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, Financial Management Dept. shall sign as witness to all contracts</p> <p>^{3/} All RIVs and Request for Bidding shall 1st pass through the Budget & Revenue Division for earmarking of funds.</p>	<p>Mgr., Acctg. Div.</p> <p>Corp. Finance Serv. Chief, Claims Analysis and Processing Sec.</p> <p>Mgr., Acctg. Div.</p>

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	AMOUNT INVOLVED	CERTIFYING OFFICIAL	FUNDS, ETC. CERTIFIED BY	APPROVING OFFICIAL
4. Sub-Allotment Advice				
	Current Operating Budget			
	- Above P2 M	Mgr., Budget & Rev. Div.	Mgr., Financial Mgt. Dept.	Administrator
	- Up to P2 M	Mgr., Budget & Rev. Div.	Mgr., Financial Mgt. Dept.	Deputy Admtr. Admin & Finance
	Project Funds			
	- Above P2 M	Mgr., Budget & Rev. Div.	Mgr., Financial Mgt. Dept.	Administrator
	- Up to P2 M	Mgr., Budget & Rev. Div.	Mgr., Financial Mgt. Dept.	Deputy Admtr. Admin & Finance
5. Fund Transfer (ADA/NTA)		SIGN ADVISE TO BANK	CERTIFIED BY	APPROVED BY
	Above P3M	Mgr., Financial Mgt. Dept.	Deputy Admtr. Admin & Finance	Administrator
	- Up to P3 M	Mgr., Financial Mgt. Dept.	Deputy Admtr. Admin & Finance	Sr. Deputy Administrator
6. Signatories of Checks		CHECK SIGNING	CHECK COUNTERSIGNING	
	Central Office			
	- Above P4 M	Mgr., Financial Mgt. Dept.	Sr. Deputy Admin	
	- Above P1.5M up to P4 M	Mgr., Financial Mgt. Dept.	Deputy Administrator	
	- Up to P1.5M	Mgr., Cash Div.	Mgr., Financial Mgt. Dept.	
<p>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.</p> <p>2. Signatories of other bank transactions such as opening/ closing of accounts, fund transfers, etc.</p> <p>Any two of these signatories</p> <p>Administrator</p> <p>Senior Deputy Administrator</p> <p>Deputy Administrator, Admin. & Finance</p> <p>Department Manager, Financial Management</p>				
Field Office:	- Above P4M	Mgr., Admin & Finance Division	RM/OM/PM	
	- Up to P4M	Cashier R.O.	Mgr., Admin & Finance Division	
IMO	- Up to P1M	Cashier B	IMO Head/DC	

DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN

	SIGNATORY TO CONTRACT	SIGNING OFFICIAL
<p>7. MOA for Construction of CIP or Rehab. of CIS/Contract of Repayment of CIP</p> <p style="padding-left: 40px;">a. With Local Gov't. Units (LGU's) and/or other Gov't. Agencies</p> <p style="padding-left: 80px;">Above P20M up to P50M Up to P20M</p> <p style="padding-left: 40px;">b. With Non Government Org. (NGO) Up to P20M</p> <p style="padding-left: 80px;">IMO Up to P10M</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 style="text-align: center;">RM RM</p> <p style="text-align: center;">RM</p> <p style="text-align: center;">IMO Head/DC</p>	<p style="text-align: center;">Administrator Deputy Admtr., Engineering & Operations</p> <p style="text-align: center;">Deputy Admtr., Engineering & Operations</p> <p style="text-align: center;">RM</p>
<p>8. MOA/Contract with IAS for O & M of NIS</p> <p>Original Contracts/Renewal Contracts without changes</p> <p style="padding-left: 40px;">IMO</p> <p>Renewal Contracts with changes</p> <p style="padding-left: 40px;">a. Turnover of O&M of NIA service road to IA or LGU</p> <p style="padding-left: 80px;">- Above P20 M</p> <p style="padding-left: 80px;">- Up to P20M</p> <p style="padding-left: 40px;">IMO</p> <p style="padding-left: 80px;">- Up to P10 M</p>	<p style="text-align: center;">IMO Head/DC</p> <p style="text-align: center;">RM/OM</p> <p style="text-align: center;">RM/OM</p> <p style="text-align: center;">RM/OM</p> <p style="text-align: center;">IMO Head/DC</p>	<p style="text-align: center;">RM/OM</p> <p style="text-align: center;">Deputy Admtr., Engineering & Operations</p> <p style="text-align: center;">Administrator</p> <p style="text-align: center;">Deputy Admtr., Engineering & Operations</p> <p style="text-align: center;">RM/OM</p>

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>9. Dealings of Real Property (ROW) thru:</p> <p>9.1 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 - Up to P50 T <p>9.2 Acceptance of Donation</p> <ul style="list-style-type: none"> - Conditional and Absolute donation 	<p>Sr. Deputy Admin.</p> <p>DM/RM/OM/PM</p> <p>Div. Mgr. concerned</p> <p>Asst. IMO Head</p> <p>RM/OM/PM/Legal DM</p>	<p>Administrator</p> <p>Deputy Admtr. Admin & Finance</p> <p>RM/OM/PM</p> <p>IMO Head</p> <p>Administrator</p>

DELEGATION OF AUTHORITY PER APPROVED RATIONALIZATION PLAN

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>9.3 Perpetual Easement</p> <p>Field Office</p> <ul style="list-style-type: none"> - Based on assessed value of property 	Div. Mgr. concerned	RM/OM/PM
<p>10. Authority for Miscellaneous Cash Payment</p> <p>Central Office</p> <ul style="list-style-type: none"> - Up to P50T <p>Field Office</p> <ul style="list-style-type: none"> - More than P5T up to P10T - Up to P5T 	<p>DM concerned</p> <p>Div. Mgr. concerned</p> <p>Asst. IMO Head</p>	<p>Deputy Admin. concerned</p> <p>RM/OM/PM</p> <p>IMO Head/DC</p>
<p>11. Approval of all Journal Entry Vouchers (JEV'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 Entry Vouchers (JEVs).</p>		

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>Central Office</p> <p style="padding-left: 40px;">no ceiling</p> <p>Field Office</p> <p style="padding-left: 40px;">no ceiling</p> <p>12. Payments of Back Accounts</p> <p>Field Office: 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>	<p>Certified Correct by Manager, Acctg. Div.</p> <p>Certified Correct by Head of Accounting</p> <p>Asst. IMO Head</p>	<p>Deputy Admtr. Admin & Finance</p> <p>RM/OM/PM</p> <p>IMO Head/DC</p>

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>13. Authority to designate Temporary Special Disbursing Officer/Special Collecting Officer (SDO/SCO) without additional compensation and establishment of Revolving Fund</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>d. Cash Advances subject to liquidation per COA Circular No. 090-331 as amended by COA Circular No. 91-350</p>	<p>Deputy Admtr. for Admin & Finance</p> <p>RM/PM/OM/DM</p>	<p>Administrator</p> <p>Deputy Admtr. for Admin & Finance</p>

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
<p>14. Authority to designate Temporary Petty Cash Officer without bond</p> <p>Central Office</p> <p>IMO</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>Asst. IMO Head</p>	<p>RM/PM/OM</p> <p>Deputy Admtr. for Admin & Finance</p> <p>IMO Head</p>

DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
E. ADMINISTRATIVE MATTERS		
1. Creation/Extension of Daily Positions		
1.1 Creation/Extension of Daily Positions charged to COB		
<p>All requests for creation/extension of daily positions charged to COB</p> <p>* Pending submission and approval by the DBM of the proposed Management Division under the Financial Management Dept. (in compliance with DBM Circular No. 2008-5 dated April 14, 2008)</p>	Mgr. O & M Div. / IAS*	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	DA concerned
- SG 1 to SG 16 (including lower positions under his staff)	Div. Mgr./DC/APM	RM/OM/PM
<p>IMO</p> <p>SG 1 to SG 16 (including lower positions under his staff)</p>	IMO Head	RM
2. Authority to Fill Vacant Positions		
Section Chief and above	Change Mgt. Team (CMT) *	Administrator
Below Section Chief	Sub-Change Mgt. Team (CMT) *	RM/OM/PM
* During the phased implementation of the RP only		
3. Appointments		
3.1 Appointment of Monthly Personnel		
<p>Provided the authority to fill the position has been approved by the Administrator</p> <p>- SG 24 and above</p> <p>- All personnel directly under the Administrator</p> <p>- All personnel directly under the Sr. Deputy Administrator</p> <p>- All personnel directly under the Deputy Administrator</p>	Deputy Admtr. concerned	<p>Administrator</p> <p>Administrator</p> <p>Sr. Deputy Administrator</p> <p>Deputy Admtr. concerned</p>

DELEGATION OF AUTHORITY
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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 below Section Chief under the RM/OM 	<p>RM/OM/PM/DM concerned</p> <p>DM concerned</p> <p>IMO Head/DC</p>	<p>Deputy Admtr. concerned</p> <p>Deputy Admtr. concerned</p> <p>RM</p>
3.2 Appointments of Daily Personnel		
3.2.1 Central Office		
<ul style="list-style-type: none"> - All personnel directly under the Administrator - All personnel directly under the Sr. DA - All personnel directly under the DA - 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>Deputy Admtr. concerned</p> <p>DM concerned</p>	<p>Administrator</p> <p>Sr. Deputy Administrator</p> <p>Deputy Admtr. concerned</p> <p>Sr. Deputy Administrator</p> <p>Deputy Admtr. concerned</p>
3.2.2 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>IMO Head/Div. Mgr./APM/DC</p> <p>Sec. Chief/Asst. IMO</p>	<p>RM/OM/PM</p> <p>IMO Head/PE/DC</p>

DELEGATION OF AUTHORITY
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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 Sr. Deputy Administrator - Monthly/Daily personnel in Central Office below DM under the Office of the Deputy Administrator - 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. IMO Head <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 PIO/IS - All personnel under the Administrator's Staff - All personnel under the Sr. Deputy Administrator's Staff - All personnel under the DA's Staff 	<p>Deputy Admtr. concerned</p> <p>DM concerned</p> <p>RM/OM/PM</p> <p>IMO Head/Div. Mgr./DC</p> <p>Asst. IMO Head</p> <p>Deputy Admtr. concerned</p>	<p>Administrator</p> <p>Administrator</p> <p>Sr. Deputy Administrator</p> <p>Deputy Admtr. concerned</p> <p>DA concerned</p> <p>RM/OM</p> <p>IMO Head/DC</p> <p>Administrator</p> <p>Administrator</p> <p>Sr. Deputy Administrator</p> <p>Deputy Admtr. concerned</p>

DELEGATION OF AUTHORITY
FOR APPROVED RATIONALIZATION PLAN

	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 	RM/OM/PM/DM concerned	AA concerned
<ul style="list-style-type: none"> - Positions below Section Chief in CO 	DM concerned	AA concerned
<ul style="list-style-type: none"> - Positions from Section Chief and below of Regional Office and positions below IMO Head 	IMO Head/DC	RM
4.2.2 Daily Personnel		
4.2.2.1 Central Office		
<ul style="list-style-type: none"> - All personnel under the Administrator's staff 		Administrator
<ul style="list-style-type: none"> - All personnel under the Sr. DA's Staff 		Sr. Deputy Administrator
<ul style="list-style-type: none"> - All personnel under the DA's staff 		DA concerned
<ul style="list-style-type: none"> - SG 17 to SG 22 Provided PAS is approved by the Administrator 	DA concerned	Administrator
<ul style="list-style-type: none"> - SG 1 to SG 16 including lower positions under the Staff of the Dept. Mgr. Provided PAS is approved by the Administrator 	DM concerned	DA concerned
<ul style="list-style-type: none"> - Up to SG 16 w/in his Region/ Project/Integrated Systems 	IMO Head/Div. Mgr./APM/DC	RM/OM/PM
<ul style="list-style-type: none"> - Up to SG 8 provided charged to project funds 	Sec. Chief/ Asst. IMO	IMO Head/DC

**DELEGATION OF AUTHORITY
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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
4.3 Terminal Leave/Retirement and Payment of corresponding benefits		
4.3.1 Application for Terminal Leave		
- DA/AA/immediate staff		Administrator
- RM/OM/PM/APM/DM/PIO/IS	Deputy Admtr. concerned	Administrator
- Monthly personnel below Dept. Mgr. in CO; daily personnel in CO under the supervision of DM concerned	DM concerned	Dep. Admtr. - Admin & Finance
- Monthly field Cashier and other accountable officers	RM/OM/PM	Dep. Admtr. - Admin & Finance
- Monthly field personnel from Section Chief level up to Div. Mgr. except PIO/IS	RM/OM/PM	Dep. Admtr. - Admin & Finance
Monthly/Daily field personnel under IMO Head except Section Chief Level, Cashier and other accountable officers	IMO Head/DC	RM/OM/PM
4.3.2 Application for Retirement		
All retirement applications under RA 1616 (Per GSIS MC)	HRD/AD/DA-AF	Administrator
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	HRD/AD/DA-AF	Administrator
- all accountable officers (C.O. and F.O.)	HRD/AD	Dep. Admtr. - Admin & Finance
- below Dept. Mgr. level in C.O.	DM concerned/DM- AD/HRD	Dep. Admtr. - Admin & Finance
- Div. Mgr./APM in F.O.	RM/OM/PM	Dep. Admtr. - Admin & Finance
- below Division level except PIE/IS/Accountable officers		RM/OM/PM

**DELEGATION OF AUTHORITY
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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
5. Application for Vacation/Sick Leave of Absence with or without Pay <ul style="list-style-type: none"> - Sr. DA/DA, 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 IMO Head/Div. Mgr. - Up to 60 days for all personnel under his supervision Maternity Leave: <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>IMO Head/DC</p> <p>DM concerned</p> <p>DA concerned RM/OM/PM</p>	<p>Administrator</p> <p>Sr. Deputy Administrator DA concerned</p> <p>DA concerned</p> <p>DM concerned DM concerned RM</p> <p>IMO Head</p> <p>Dep. Admtr. - Admin & Finance RM/OM/PM</p> <p>Administrator</p>
6. Dropping from the Rolls of AWOL Personnel	DA concerned RM/OM/PM	Administrator
7. Notice of Salary/Wage Adjustment		
<ul style="list-style-type: none"> - Sr. Deputy Adm./DA - RM/OM/PM/DM and Daily personnel under his supervision - All other Monthly/Daily personnel 	<p>Mgr., Admin. Dept.</p> <p>Mgr., - HRD</p> <p>Mgr., Admin. Div.</p>	<p>Administrator</p> <p>Dep. Admtr. - Admin & Finance</p> <p>Mgr., Admin. Dept. RM/OM/PM</p>
Central Office		
Field Office		

**DELEGATION OF AUTHORITY
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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
8. Travel of Personnel		
8.1 Travel Order		
FOREIGN TRAVEL:		
- Travel of the Adm./DA/AA	DA Secretary	President
- Delegations or groups of 2 or more regardless of ranks	DA Secretary	President
- Travel of NIA personnel below Sr. DA level for more than one (1) calendar month	Administrator	DA Secretary
- Travel of NIA personnel below DA level up to one (1) calendar month	DA concerned	Administrator
- Travel of NIA personnel below DA level on scholarship grant sponsored by foreign institution or thru NEDA	DA concerned	Administrator
LOCAL TRAVEL:		
- Travel of all personnel for more than 30 days	DA Secretary	Pres. or Office Rep.
- Official travel to NIA CO and any travel outside the Region of RMs/OMs/DMs, Division Manager, Division Chiefs and IMO Heads	RM/PM/OM	Administrator
- Official travel to NIA CO and any travel outside the Region of all personnel except Chiefs of offices	RM/PM/OM	Sr. Deputy Admin
Up to 30 days travel of Sr. DA, DAs, CO based PMs, DMs		Administrator
- Above 5 days up to 30 days travel of NIA personnel at NIA CO	DA concerned	Administrator
- Up to 5 days travel of personnel at NIA CO except DA, Dept. Mgrs and CO based PM	DA concerned	Sr. Deputy Administrator
- Up to 30 days for personnel under his supervision including the IMO Head	Div. Mgr./Asst. PM	RM/OM/PM
- Up to 10 days for personnel under his supervision		IMO Head

DELEGATION OF AUTHORITY
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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
8.2 Itinerary of Travel (CO & FO) <ul style="list-style-type: none"> - Beyond 30 days travel of Sr. DA, DA; travels of all other personnel - Travel of all Staff of Sr. Deputy Administrator up to 30 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 		Administrator Sr. Deputy Administrator DA concerned DM RM IMO Head/DC
8.3 Certificate of Appearance <p>Field Office to Central Office:</p> <ul style="list-style-type: none"> - RM/OM/PM - Dist. Mngrs, IMO Heads, Div. Chiefs - Below Div. Chief <p>Central Office to:</p> <p>Regional Office</p> <p>IMO</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>		Sr. Deputy Admin DA concerned DM concerned RM/OM IMO Head/DC PM

**DELEGATION OF AUTHORITY
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	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
9. Request for Authority to Render Overtime Services <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 IMO - Up to 30 days for personnel under his supervision - Up to 15 days for personnel under his supervision <p>Provisions:</p> <ul style="list-style-type: none"> 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. 	<p>DA concerned</p> <p>DM concerned</p> <p>Div. Chief,</p> <p>IMO Head/DC/DM</p>	<p>Administrator Sr. Deputy Administrator</p> <p>DA concerned</p> <p>DM concerned</p> <p>RM</p> <p>IMO Head/DC</p>
10 Detail/Reassignment/Rotation of Personnel <ul style="list-style-type: none"> a. Monthly <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 - Below Section Chief within the same Region/Project/Integrated Systems/Dept. b. Daily <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>DA concerned</p> <p>RM/OM/PM/DM</p> <p>Div. Mgr./APM/IMO Head</p> <p>IMO Head/Div. Mgr.</p>	<p>Administrator</p> <p>Administrator</p> <p>DA concerned</p> <p>DM/RM/OM/PM</p> <p>RM/OM/PM/DM</p>

**DELEGATION OF AUTHORITY
PER APPROVED RATIONALIZATION PLAN**

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL
11 Designation of Personnel <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 	DA concerned DM concerned PIO/IS/PE/Div. Mgr.	Administrator DA concerned RM/OM/PM
13 Decisions in Administrative Cases <ul style="list-style-type: none"> - All cases 	DM-LD/AA concerned	Administrator
14 Request for Flexi Time - Field Office <ul style="list-style-type: none"> - All monthly and daily personnel under his supervision 	Div. Mgr./APM/PIO/IS	RM/OM/PM
15 Authority to Exercise Profession/Engage in outside activity	RM/OM/PM/DM	DA - AF