



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER No. DO2017-06-0008^m

DELEGATION OF AUTHORITY

For administrative and financial efficiency in the Department of Energy (DOE), the following guidelines on the Delegation of Authority are hereby issued for compliance of all concerned.

I. COVERAGE

These guidelines on Delegation of Authority shall be observed and adopted by all officials and employees in the Department of Energy, including those in Field Offices.

II. ADMINISTRATIVE MATTERS

A. APPOINTMENTS

All appointments for 1st and 2nd level positions, regardless of employment status, shall be approved and signed by the Secretary.

Recommendations to the President of the Philippines for appointment of 3rd level officials shall be signed by the Secretary.

All Appointments for Foreign-assisted projects shall be approved and signed by the Secretary.

B. DESIGNATION OF OFFICER-IN-CHARGE

Department Proper

Officers-in-Charge for the Offices of the Secretary, Undersecretary and Assistant Secretary shall be subject to the approval of the Secretary.

Bureaus/Services/Field Offices

The designation of Officers-in-Charge of Bureaus/Services/Divisions/Field Offices shall be as follows:

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PERIOD

APPROVING AUTHORITY

More than 30 calendar days

Secretary

More than 15 calendar days to 30 days

Senior Undersecretary

15 calendar days or less

Concerned Undersecretary/Assistant Secretary

C. SECONDMENT, DETAIL, REASSIGNMENT or RECALL OF PERSONNEL

The secondment, detail, reassignment or recall of personnel shall be approved and signed by the Secretary, as endorsed by the concerned Undersecretary/Assistant Secretary through the recommendation of the Bureau/Service Directors.

The acceptance of seconded personnel shall be approved by the Secretary prior to the assumption to office in the Department of said seconded personnel. A Special Order for this purpose shall be issued by the Secretary assigning the seconded personnel to a specific office within the Department.

D. LEAVE OF ABSENCE

1. Leave of Absence of the Undersecretary and Assistant Secretary, regardless of number of days, shall be approved and signed by the Secretary.
2. Approval for the leave of absence of Bureau/Service Directors and Field Office Directors shall be approved as follows:

PERIOD

APPROVING AUTHORITY

More than 30 calendar days and personal foreign leave regardless of the number of days

Secretary

30 calendar days or less

Concerned Undersecretary/Assistant Secretary

3. Leave of absence of Division Chiefs and below shall be approved as follows:

PERIOD

APPROVING AUTHORITY

One calendar year or more

Secretary

More than 30 calendar days but less than one year

Concerned Undersecretary/Assistant Secretary

30 calendar days or less

Concerned Bureau/Service Director

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E. RETIREMENT/RESIGNATION/SEPARATION (RSS)

Application for RSS

(upon recommendation of Chief of Office/Bureau or Service Director)

| <u>DESIGNATION</u> | <u>APPROVING AUTHORITY</u> |
|---------------------------------|----------------------------|
| All DOE Officials and Employees | Secretary |

The Human Resource Management Division (HRMD) shall prepare the corresponding endorsement memorandum to concerned official/s in relation to applications for Items D and E hereof. For leave applications of 30 calendar days or more, these shall be endorsed for approval only if there is a properly accomplished DOE clearance.

F. TRAVEL AUTHORITY/ORDER

LOCAL TRAVEL

Quarterly local travel schedules, indicating number of involved personnel and budget shall be submitted by heads of bureau/services/offices to their respective Undersecretaries/Assistant Secretaries for approval.

Local travel schedules of Directors and above shall be approved by the Secretary.

Those who have obtained approval of their local travel schedules shall have their Travel Orders approved as follows:

| <u>DESIGNATION</u> | <u>APPROVING AUTHORITY</u> |
|--|---|
| Assistant Secretaries and Above | Secretary |
| Directors and Division Chiefs for a period more than 30 calendar days | Secretary |
| Directors and Division Chiefs for a period <u>30</u> calendar days or less | Concerned Undersecretary/ Asst. Secretary |
| Below Division Chief for a period more than 30 calendar days | Concerned Undersecretary/ Asst. Secretary |
| Below Division Chief for a period 30 calendar days or less | Concerned Bureau/Service/Field Director |

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FOREIGN TRAVEL

All Travel Authorities for official foreign travels shall be approved by the Secretary. Travel Authorities for personal foreign travels shall be approved as follows:

| <u>DESIGNATION</u> | <u>APPROVING AUTHORITY</u> |
|--------------------------------------|----------------------------|
| Assistant Secretaries and Above | Secretary |
| Directors, Division Chiefs and Below | Senior Undersecretary |

G. NOMINATIONS TO LOCAL AND FOREIGN STUDY AND NON-STUDY PROGRAMS

The nominations to local and foreign study (training/scholarship programs) and non-study (meetings, speaking engagements, etc.) shall be endorsed by the Concerned Undersecretary/Assistant Secretary.

H. GRANT OF PERMISSION TO TEACH, EXERCISE PROFESSION, STUDY OR ENGAGE IN BUSINESS OUTSIDE OFFICE HOURS

Regardless of position, the authority to teach, exercise profession, study or engage in business outside office hours shall be approved in the Department Proper by the Secretary in accordance with CSC Memorandum Circular No. 40 s. 1998, as amended by CSC Circular 15, s. 199, and the Code of Conduct and Ethical Standards for Public Officials and Employees.

I. OFFICE CLEARANCE

| <u>PURPOSE</u> | <u>APPROVING AUTHORITY</u> |
|--|----------------------------|
| 1. Leave application of 30 calendar days or more (including Maternity Leave) | |
| Division Chief and Below | Senior Undersecretary |
| Above Division Chief | Secretary |
| 2. Resignation/Retirement/Separation | |
| All DOE Officials and employees | Secretary |

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J. ISSUANCES OF ORDERS, MEMORANDA, CIRCULARS, LETTERS AND RELATED COMMUNICATION

All communications relating to matters within the areas of responsibility of the different Undersecretaries, Assistant Secretaries, Bureau/Service Directors, Field Office Directors, shall be respectively signed by them.

All outgoing communications such as routinary reports to other government agencies, reply letters to invitations, queries, requests for information/data shall be signed by the concerned Undersecretary/Assistant Secretary. In no instance shall there be a signatory lower than a Director in cases where other officials would send outgoing communications.

The following shall be approved and signed by the Secretary:

1. Orders, memoranda, circulars, letters and related communications affecting the policies, plans, and programs of the Department.
2. Budget proposals for submission to the Department of Budget and Management.
3. Request for special budget, realignment of funds and funds for Congress-initiated projects.
4. All communications from Department Proper addressed to the President, Senators, Chief Justices and Secretaries of Departments.
5. Service Contracts, Memorandum of Agreements, etc. involving commitment of DOE personnel, funds, facilities, etc.
6. Release of copies of documents of the Department particularly those relating to financial matters and contracts/agreements which are pending or awaiting action/approval of the Department.

The Secretary, in exercise of his discretionary authority, may designate and/or authorize an official to sign on his behalf. In such case, the designated official will sign as follows:

For the Office of the Secretary

Name and position title of designated official

7. Other than those mentioned above, all outgoing communications shall be signed by at least a Director.

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K. TRIP TICKET

Department Proper

Trip Tickets (TT) shall be approved by the following officials:

REQUESTING OFFICE/
EMPLOYEES

APPROVING OFFICIAL

Undersecretary /Assistant Secretary

Senior Undersecretary

Bureau/Service Director

Concerned Undersecretary/Assistant Secretary

Division Chiefs and Staff

Concerned Bureau/Service/Field Office Director

Field Office

REQUESTING OFFICE

APPROVING OFFICIAL

Division Chief and rank

Field Office Director

III. FINANCIAL MATTERS

A. REQUEST FOR SERVICES / PURCHASE REQUESTS/ORDERS / WORK ORDERS / CONTRACTS

Approval of purchase requests, purchase orders, work orders, and contracts shall be as follows:

AMOUNT
INVOLVED

RECOMMENDING
APPROVAL

APPROVING
AUTHORITY

Php5.0M and above

Concerned Undersecretary/
Senior Undersecretary

Secretary

Php3.0M and below
Php5.0M

Concerned Undersecretary/
Assistant Secretary

Senior Undersecretary

Php1.0M and
below Php3.0M

Concerned Bureau/Service
Director

Concerned Undersecretary/
Asst. Secretary

Below Php1.0M

Concerned Division Chief

Bureau/Service Director

Purchase orders and work orders shall be coursed through the Office of the Director for Administrative Service for initials prior to the approval of concerned officials.

Field Offices

| <u>AMOUNT INVOLVED</u> | <u>RECOMMENDING APPROVAL</u> | <u>APPROVING AUTHORITY</u> |
|------------------------|--|--|
| Above Php3.0M | Concerned Undersecretary/ Asst. Secretary | Secretary |
| Above Php1.0M-3.0M | Field Office Director Thru: Concerned Undersecretary/Asst. Secretary | Senior Undersecretary |
| Php250,000.00-1.0M | Field Office Director | Concerned Undersecretary/ Assistant Secretary |
| Below Php250,000.00 | Division Chief | Field Office Director |

B. MEMORANDUM OF AGREEMENT

Department Proper

Memorandum of Agreement which requires the transfer of funds to implementing agencies shall be approved and signed by the Secretary.

C. BIDS AND AWARDS COMMITTEE (BAC)

Resolutions of the DOE Bids and Awards Committee (BAC) shall be approved and signed as follows:

Department Proper

| <u>AMOUNT INVOLVED</u> | <u>APPROVING/SIGNING AUTHORITY</u> |
|------------------------|------------------------------------|
| More than Php1.0M | Secretary |
| Php1.0M and below | Senior Undersecretary |

Procurements of Bureaus/Services/Offices shall be endorsed by the Concerned Undersecretary/Assistant Secretary.

D. DISBURSEMENT VOUCHER

Approval of Disbursement Vouchers shall be as follows:

1. Payrolls shall be approved by the Director for Administrative Service—without limit
2. Other Disbursement Vouchers shall be approved as follows:

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Department Proper

| <u>AMOUNT INVOLVED</u> | <u>RECOMMENDING APPROVAL</u> | <u>APPROVING AUTHORITY</u> |
|------------------------|--|--|
| Php5.0M and above | Concerned Undersecretary/ Senior Undersecretary | Secretary |
| Php3.0M-below Php5.0M | Concerned Undersecretary/ Asst. Secretary | Senior Undersecretary |
| Php1.0M-belowPhp3.0M | Concerned Bureau/ Service Director | Concerned Undersecretary/ Asst. Secretary |
| Below Php1.0M | Concerned Division Chief | Concerned Bureau/Service Director |

Field Offices

| <u>AMOUNT INVOLVED</u> | <u>RECOMMENDING APPROVAL</u> | <u>APPROVING AUTHORITY</u> |
|------------------------------|--|--|
| Above Php1.0M | Concerned Undersecretary/ Asst. Secretary | Senior Undersecretary |
| AbovePhp500T -below Php1M | Field Office Director | Concerned Undersecretary/ Asst. Secretary |
| Below Php500,000.00 | Division Chief | Field Office Director |

E. SIGNING AND COUNTERSIGNING OF CHECKS/LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE-ADVICE TO DEBIT ACCOUNTS (LDDAP-ADA)

All checks and LDDAP-ADA shall be signed by the Chief Cashier and countersigned by appropriate DOE officials as authorized by the Secretary.

IV. GENERAL PROVISIONS

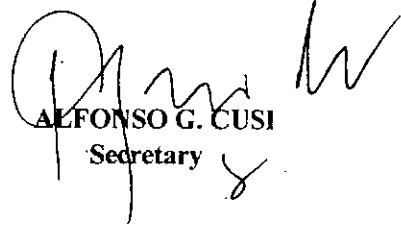
Field Offices, Bureaus and Services are hereby directed to formulate and issue operational guidelines for the effective and efficient implementation of the purposes of this Delegation of Authority.

Any amendment to this Delegation of Authority shall be signed and issued by the Secretary.

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V. REPEALING CLAUSE

This Delegation of Authority shall take effect immediately and repeals ALL Orders and Issuances inconsistent thereof.


ALFONSO G. CUSI
Secretary

JUN 16 2017



Republic of the Philippines
DEPARTMENT OF ENERGY
IN REPLYING PLS. CITE:

DOE-AGC-17002657

