



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO2021-12-0020

DELEGATION OF AUTHORITY

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in the Department of Energy (DOE), the following guidelines on the Delegation of Authority are hereby modified/repealed for compliance of all concerned.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

II. **ADMINISTRATIVE MATTERS**

A. APPOINTMENTS

1. All appointments for 1st and 2nd level positions, regardless of employment status, shall be approved and signed by the Secretary.
2. Recommendations to the President of the Philippines for appointment of 3rd level officials shall be signed by the Secretary.
3. All appointments for Foreign-Assisted Projects shall be approved and signed by the Secretary.

B. DESIGNATION OF OFFICER-IN-CHARGE

The designation of Officers-in-Charge shall be as follows subject to pertinent civil service rules:

POSITION	APPROVING AUTHORITY
Senior Undersecretary	Secretary
Undersecretary or Assistant Secretary	Senior Undersecretary
Directors and Division Chiefs	Concerned Undersecretary or Assistant Secretary

Provided that for Division Chiefs, the designation of Officer-in-Charge must comply with the provisions of the attached 2017 Omnibus Rules on Appointments and other Human Resource Actions (revised July 2018) issued by the Civil Service Commission.

C. SECONDMENT, DETAIL, REASSIGNMENT, OR RECALL OF PERSONNEL

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

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

D. LEAVE OF ABSENCE AND OFFICE CLEARANCE

Leave of Absence of the Senior Undersecretary, Undersecretary, and Assistant Secretary, regardless of the number of days, shall be approved and signed by the Secretary.

As for the Bureau/Service Directors and Field Office Directors, their leave of absence will be approved by the Concerned Undersecretary/Assistant Secretary, regardless of the number of days.

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

PERIOD	APPROVING AUTHORITY
30 calendar days or more	Concerned Undersecretary or Assistant Secretary
Less than 30 calendar days	Concerned Bureau/Service Director/s

Provided, that leave of absence for 30 days or more, regardless of position, shall be accompanied by clearance, duly approved by the Senior Undersecretary.

E. RETIREMENT/RESIGNATION/SEPARATION (RSS) AND OFFICE CLEARANCE

Application for RSS

(Upon recommendation of Chief of Office/Bureau/Service Director/s)

DESIGNATION	APPROVING AUTHORITY
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 which shall only be endorsed for approval if there is a duly accomplished DOE clearance. Clearance for retiring or resigning officials and employees must be approved by the Secretary.

F. TRAVEL AUTHORITY/ORDER

Local Travel

Travel authority and travel order for local travels shall be approved as follows:

DESIGNATION	APPROVING AUTHORITY
Senior Undersecretary	Secretary
Undersecretary	Senior Undersecretary

Assistant Secretary	Supervising Undersecretary
Directors and Division Chiefs, regardless of the number of days	Concerned Undersecretary or Assistant Secretary
Below Division Chief, regardless of the number of days	Concerned Bureau/Service/Field Director

Foreign Travel

Travel Authorities for official and personal foreign travels shall be approved as follows:

DESIGNATION	APPROVING AUTHORITY
Directors and above	Secretary
Division Chiefs and rank below	Senior Undersecretary

Nominations of division chiefs and rank below to local and foreign study (training/scholarship programs) and non-study (meetings, speaking engagements, etc.) shall first be endorsed by the Concerned Undersecretary/Assistant Secretary to the Personnel Development Committee (PDC) whose recommendations and endorsement to sponsoring agencies shall be approved by the Senior Undersecretary.

G. GRANT OF AUTHORITY TO TEACH, TO ENGAGE IN PRIVATE PRACTICE OF PROFESSION, AND AUTHORITY TO DRIVE

The authority to teach, and the authority to engage in private practice of profession shall be granted/approved by the Secretary, pursuant to Section 12, Rule XVIII of the Revised Civil Service Rules and the Code of Conduct and Ethical Standards for Public Officials and Employees.

The authority to drive shall be granted/approved by the Undersecretary for Administrative Service, pursuant to Section 361, Chapter 4 of the Government Accounting and Auditing Manual (GAAM).

In any case, the appointing officer/authority may delegate the authority to a next-in-rank official in the same agency, as authorized by law, to sign on his behalf thru an Office/Board Resolution or Special Order (SO).

H. 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 regular/routinary reports submissions 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/correspondences.

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. Contracts, Memorandum of Agreements/Undertakings, etc. involving the commitment of DOE personnel, funds, facilities, etc. In the case of Memoranda of Cooperation or Understanding in which there is no commitment of funds involved, these may be signed by the concerned Undersecretary or Assistant Secretary but the immediate submission of a report to the Secretary is required.

The Secretary, in the exercise of his discretionary authority and in the exigency of service, may designate and/or authorize an official to sign on his behalf thru a Special Order (SO).

**The approving authorities for contracts with amount involved shall be guided by Item number III (A) on Financial Matters.*

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

I. TRIP TICKET

Department Proper

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

REQUESTING OFFICE/ EMPLOYEES	APPROVING OFFICIAL
Undersecretary	Senior Undersecretary
Assistant Secretary	Supervising Undersecretary
Bureau/Service Director	Concerned Undersecretary or Assistant Secretary
Division Chiefs and Staff	Bureau/Service/Field Office Director

J. STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)

The SALN of the DOE Officials and Employees, including Field Offices shall have the oath administered by the heads of offices. The CSC, in order to facilitate timely filing and submission of the SALN, issued Office Memorandum Number OM Memo No. 13 s. 2013 dated February 25, 2013, on "Delegation of Authority to Administer Oath".

III. FINANCIAL MATTERS

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

Approval of request for services, purchase requests/orders, work orders, and contracts shall be as follows:

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP10.0M	Concerned Senior Undersecretary or Undersecretary	Secretary
PhP5.0M to PhP10.0M	Concerned Undersecretary or Assistant Secretary	Senior Undersecretary
PhP1.0M to below PhP5.0M	Concerned Bureau/Service/Field Office Director	Concerned Undersecretary or Assistant 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 initial, prior to the approval of concerned officials.

Field Offices

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP5.0M	Concerned Undersecretary or Assistant Secretary	Secretary
PhP3.0M to PhP5.0M	Field Office Director Thru: Concerned Undersecretary or Assistant Secretary	Senior Undersecretary
PhP500,000 to PhP3.0M	Field Office Director	Concerned Undersecretary or Assistant Secretary
PhP500,000 and below	Division Chief	Field Office Director

B. BIDS AND AWARDS COMMITTEE (BAC)

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

AMOUNT INVOLVED	APPROVING\SIGNING AUTHORITY
More than PhP5.0M	Secretary
PhP5.0M and below	Senior Undersecretary

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

C. DISBURSEMENT VOUCHER.

Approval of Disbursement Vouchers shall be as follows:

Payrolls for regular/plantilla officials/employees and Transfer of Collection from DOE Trust Fund Account to the National Treasury Account shall be approved by the Director for Administrative Service without limit.

Payrolls for Contract of Service (COS), Job Order (J.O.) and outsourced manpower/personnel shall be endorsed by the concerned Offices, Bureaus/Services and approved by the concerned Assistant Secretary/Undersecretary.

Request for outsourced manpower shall be approved by the Undersecretary for Administrative Service.

Other Disbursement Vouchers shall be approved as follows:

Department Proper

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP10.0M	Concerned Senior Undersecretary or Undersecretary	Secretary
PhP5.0M to PhP10.0M	Concerned Undersecretary or Assistant Secretary	Senior Undersecretary
PhP1.0M to below PhP5.0M	Concerned Bureau/Service Director	Concerned Undersecretary or Assistant Secretary
Below PhP1.0M	Concerned Division Chief	Bureau/Service Director

Field Offices

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP1.0M	Concerned Undersecretary or Assistant Secretary	Senior Undersecretary
Above PhP500,000 to Below PhP1.0M	Field Office Director	Concerned Undersecretary or Assistant Secretary
Below PhP500,000	Division Chief	Field Office Director

D. 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.

- V. SEPARABILITY CLAUSE.** If any part, section, or provision of these Guidelines is held invalid or unconstitutional, other provisions not affected therein shall remain in full force and effect.

- VI. REPEALING CLAUSE.** All Department Orders, Issuances, and Resolutions on the delegation of authority, or parts thereof inconsistent with the provisions of these Guidelines are hereby repealed, amended, or modified accordingly.

- VII. EFFECTIVITY.** These Guidelines shall take effect immediately and shall remain in effect unless revoked or modified accordingly by the undersigned or other competent authority.


ALFONSO G. CUSI
Secretary



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