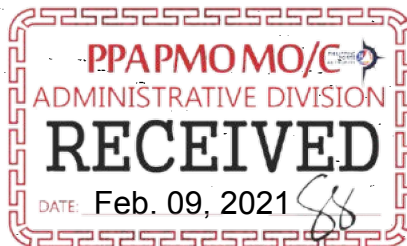


February 08, 2021



PHILIPPINE
PORTS
AUTHORITY



MEMORANDUM

FOR : All Responsibility Center Heads
Head Office
Port Management Offices

FROM : The Acting Manager
Administrative Services Department

SUBJECT : REVISIONS AND/OR AMENDMENTS TO
DEPARTMENT ORDER NO. 2019-005

PPA-RO RVD BY
FEB 2021 13/57

Transmitting from the office of the General Manager is a copy of Department of Transportation (DOTr) Department Order No. 2021-002 dated January 21, 2021, entitled "REVISION AND/OR AMENDMENTS TO DEPARTMENT ORDER NO. 2019-005 DATED 07 MARCH 2019 RE: AMENDMENT OF DEPARTMENT NO. 2017-007, AS AMENDED BY 2018-010; OMNIBUS DELEGATION/ DELINEATION OF FUNCTIONS IN THE DOTr-CENTRAL OFFICE AND PMOs UNDER THE DEPARTMENT".

For information and guidance.


ERIC E. DIMACULANGAN



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

DEPARTMENT ORDER NO. 2021 - 002

Subject : REVISIONS AND/OR AMENDMENTS TO DEPARTMENT ORDER NO. 2019-005 DATED 07 MARCH 2019 RE: AMENDMENT OF DEPARTMENT ORDER NO. 2017-007, AS AMENDED BY 2018-010: OMNIBUS DELEGATION/DELINEATION OF FUNCTIONS IN THE DOTr-CENTRAL OFFICE AND PMOs UNDER THE DEPARTMENT

Date : 21 January 2021

In the exigency and best interest of the service and in view of the resignation of the Undersecretary for Airports and Aviation, the functions and responsibilities pertaining to the recommending and approving authorities for the Aviation and Airports sector under Department Order No. 2019-005 (Amendment of Department Order No. 2017-007, as amended by 2018-010: Omnibus Delegation/Delineation of Functions in the DOTr-Central Office and PMOs under the Department) dated 07 March 2019 are hereby revised and/or amended accordingly:

NATURE OF TRANSACTION	Recommending Approval	Approval
I. OPERATIONAL PLANNING		
Projects needing NEDA approval	Assistant Secretary for Planning	Undersecretary for Planning
Detailed Engineering (Designated Plans, Technical Specifications, Cost Estimates, Program of Work, Proposed Construction Schedule [and estimated Cash Flow for Projects over 6 months], Site or Right of Way Plans including the Schedule of Acquisition, Utility Relocation Plans, Construction Safety and Health Programs, Bid and Transfer Documents) 1. Locally funded projects 2. Foreign assisted projects including NEDA approved locally-funded projects 3. PPP projects	Director Project Management Service	Assistant Secretary for Project Implementation
II. PROCUREMENT OF INFRASTRUCTURE PROJECTS, GOODS, CONSULTING SERVICES		
I. Project Procurement Management Plan (PPMP) 1.1 Infrastructure 1.2.1. Locally funded projects	Director Project Management Service	Assistant Secretary for Procurement
1.2.2. Foreign assisted projects including NEDA approved locally funded projects	Director Project Management Service	Assistant Secretary for Procurement
2. Goods/Services (Non-Infra)	Director Project Management Service	Assistant Secretary for Procurement

3. Consulting Services	Director Project Management Service	Assistant Secretary for Procurement
1. Annual Procurement Plan (APP)/ Supplemental Procurement Plan	BAC Chairperson	Designated HoPE
2. Approved Budget of the Contract (ABC)		
3.1. Infrastructure		
3.1.1. Locally funded projects	Project Manager/ Area Manager	Director Project Management Service
2. Foreign assisted projects including NEDA approved locally-funded projects	Director Project Management Service	Assistant Secretary for Procurement
3. PPP Projects	Director Project Management Service	Assistant Secretary for Procurement
2. Goods and Services	Head PMO/ Project Manager	Director Project Management Service
3. Consulting Services	Head PMO/ Project Manager	Director Project Management Service
5. BAC Resolutions (Infrastructure projects, goods, and consultancy services)	BAC Chairperson	Designated HoPE
6. Signatory to the Notice of Award		Assistant Secretary for Procurement
III. CONTRACT IMPLEMENTATION		
1. Infrastructure Projects		
1.1 As-staked plans/ As-built plans		
b. Foreign- assisted projects including NEDA approved locally-funded projects	Project Manager/Area Manager	Assistant Secretary for Project Implementation
2.Certificate of Payment		
1.1. Locally-funded projects		
a. Php50 Million and below	Assistant Secretary for Project Implementation	Undersecretary for Finance
b. Above P50 Million	Assistant Secretary for Project Implementation	SOTr
2. Foreign-assisted projects including NEDA approved locally-funded projects		
a. Php50 Million and below	Assistant Secretary for Project Implementation	Undersecretary for Finance
b. Above P50 Million	Assistant Secretary for Project Implementation	SOTr

3. Revisions in PERT/CPM Network/ S-Curve and Cash Flow (without Extension of Time in the original contract duration) 1. Locally-funded projects 2. Foreign-assisted projects including NEDA approved locally-funded projects	Project Manager/Director Project Management Service	Assistant Secretary for Project Implementation
3. Variation Orders (i.e. Change Orders/ Extra Work Order) 1. Locally-funded projects a. Up to 10% of the contract but the amount of which does not exceed Php10 Million	Project Manager/Director Project Management Service	Designated HoPE
b. Beyond 10% of the contract or more than Php10 Million	Assistant Secretary for Project Implementation	SOTr
2. Foreign-assisted projects including NEDA approved locally-funded projects a. Up to 10% of the contract but the amount of which does not exceed Php10 Million	Assistant Secretary for Project Implementation	Designated HoPE
b. Beyond 10% of the contract or more than Php10 Million	Assistant Secretary for Project Implementation	SOTr
4. Time Extension/ Suspension/ Resumption Orders 4.1. Infrastructure Projects a. Locally-funded projects b. Foreign-assisted projects including NEDA approved locally-funded projects 2. Goods 3. Consulting Services	Director Project Management Service Director Project Management Service Head, Project Management Office/ Implementing Unit	Assistant Secretary for Project Implementation Assistant Secretary for Project Implementation Assistant Secretary for Project Implementation
5. Contract Price Escalation/ Price Adjustment/ Other Contractual Claims 5.1. Locally-funded projects (indorsement to GPPB/ NEDA) a. Up to 10% of the contract but the amount of which does not exceed Php10 Million	Director Project Management Service	Designated HoPE
b. Beyond 10% of the contract or more than Php10 Million	Assistant Secretary for Project Implementation	SOTr

2. Foreign-assisted projects including NEDA approved locally-funded projects a. Up to 10% of the contract but the amount of which does not exceed Php10 Million	Director Project Management Service	Assistant Secretary for Project Implementation
b. Beyond 10% of the contract or more than Php10 Million	Assistant Secretary for Project Implementation	SOTr
6. Liquidated Damages 6.1 Infrastructure Projects a. Locally funded projects b. Foreign-assisted projects including NEDA approved locally-funded projects	Director for Project Management Service	Assistant Secretary for Project Implementation
2. Goods a. Php 5 Million and below	Director for Project Management Service	Assistant Secretary for Project Implementation
3. Consulting Services	Director for Project Management Service	Assistant Secretary for Project Implementation
7. Certificate of Completion/ Acceptance for Independent Consultant and Highly Technical Consultants	Head, Project Management Office/ Implementing Unit	Director for Project Management Service
8. Certificate of Project Implementation 8.1. Infrastructure projects 8.1.1. Locally funded projects a. Php50 Million and below	Director Project Management Service	Assistant Secretary for Project Implementation
b. Above Php50 Million	Assistant Secretary for Project Implementation	SOTr
2. Foreign-assisted projects including NEDA approved locally-funded projects a. Php50 Million and below	Director Project Management Service	Assistant Secretary for Project Implementation
b. Above Php50 Million	Assistant Secretary for Project Implementation	SOTr
2. Goods a. Locally-funded projects	Director PMS	Assistant Secretary for Project Implementation
3. Consulting Services a. Locally funded projects	Director PMS	Assistant Secretary for Project Implementation
b. Foreign-assisted projects including NEDA approved locally-funded projects	Director PMS	Assistant Secretary for Project Implementation

9. Certificate of Acceptance 1. Infrastructure Projects 2. Goods 3. Consulting Services	Director Project Monitoring and Evaluation Service (PMES) Director PMS Project Manager/Implementing Unit	Assistant Secretary for Project Implementation Assistant Secretary for Project Implementation Assistant Secretary for Project Implementation
10. Certificate of Acceptance and Turn-over/Property Transfer Report (PTR) 10.1. Infrastructure Projects a. Locally funded projects	Director PMS	Assistant Secretary for Project Implementation
b. Foreign-assisted projects including NEDA approved locally-funded projects	Project Manager/Director PMS	Assistant Secretary for Project Implementation
11. Contracts awarded by the Bids and Awards Committee 1. Up to Php50 Million	Director PMS	Designated HoPE
2. Above Php50 Million	Assistant Secretary for Project Implementation	Designated HoPE
12. Signatory to the Notice to Proceed 1. Locally funded projects 2.. Foreign assisted projects including NEDA approved locally-funded projects 3. Consulting Services		Designated HoPE
13. Certificate of Compliance to EO No. 423		Designated HoPE
14. Approval of Purchase Order (PO)/ Job Order (JO) 1. Php500,000 and below	Director PMS	Assistant Secretary for Project Implementation
15. BAC Resolution on the Cancellation/ Termination of Purchase Order (PO)/ Job Order (JO) 1. Php500,000 and below *As designated Head of the Procuring Entity (HoPE)	BAC	Designated HoPE
16. Contracts for Consultancy Services 1. Up to Php50 Million	Director PMS	Designated HoPE
2. Above Php50 Million	Assistant Secretary for Project Implementation	Designated HoPE

17. Amendment to the Contract 1. Up to Php50Million	Director PMS	Assistant Secretary for Project Implementation
2. Above Php50 Million	Assistant Secretary for Project Implementation	SOTr
18. Replacement of Contractor's/ Consultant's Personnel (Key technical and administrative personnel) 1. Locally funded projects 2.. Foreign assisted projects including NEDA approved locally-funded projects	Head, Project Management Office/End-user	Director PMS
19. Rescission/ Termination of Contract (including filing of claims against insurance/ bonding company for forfeiture of bonds)	Director PMS	Assistant Secretary for Project Implementation
IV. ADMINISTRATIVE MATTERS		
A. HUMAN RESOURCES (PERSONNEL)		
2. Authority to hire/fill-up vacant positions (including promotion) 1. Career positions b. Salary Grade 24-26 (Division Chief – Project Manager)	Assistant Secretary for Project Implementation	SOTr
c. Salary Grade 1-23	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
2. Casual, Contractual, Job Order, Contract of Service, Co-terminus positions under the Offices of Asec and Usec a. Co-terminus positions under Offices of Asec and Usec	Assistant Secretary for Project Implementation	SOTr
b. All levels in the Central Office (casual, contractual)	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
3. Signing/ approval of appointments/ contracts/ Acceptance of Resignation/Dropping from Rolls 3.1. Plantilla appointments b. Salary Grade 1-26	Personnel Selection Board	Assistant Secretary for Project Implementation
2. Casual Appointments	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
3.Contractual Appointments a. Contract for Salary Grade 1-26	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service

5. Job Order/COS a. Job Order (infrastructure Project)	Director PMS	Assistant Secretary for Project Implementation
c. Contract of Service	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
4. Renewal of Appointments 1. Temporary (when applicable)	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
2. Casual and Contractual	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
3. Authority to Renew Job Order a. Job Order (infrastructure Project)	Director for PMS	Assistant Secretary for Project Implementation
4. Authority to Renew Contract of Service	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
5. Authority to Transfer 1. CES positions	Assistant Secretary for Project Implementation	SOTr
2. Salary Grade 24-26 (including Project Manager)	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
3. Salary Grade 1-23	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
6. Return to Mother Unit/Recall/ Reassignment/ Detail (must be covered by a Special Order with Conformity Slip) 1. CES positions 2. Salary Grade 1-26	Assistant Secretary for Project Implementation Assistant Secretary for Project Implementation	SOTr Undersecretary for Administrative Service
7. Notice of Expiration/ Termination of Appointments	(same as signatories for Appointments)	

8. Secondment (must be covered by a Memorandum of Agreement)	Assistant Secretary for Project Implementation	SOTr
9. Designation of Officer-In-Charge (must be covered by a Special Order) 1. Usec, Asec, Agency Head, Regional Director, and Assistant Regional Director	Assistant Secretary for Project Implementation	SOTr
2. Service Director and below	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
10. Designation of Official Representatives Inter-Agency Committees 1. Usec and Agency Head	Assistant Secretary for Project Implementation	SOTr
2. Asec and below	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
11. Permit to Teach/Grant of Study Leave 1. Usec and Agency Head	Assistant Secretary for Project Implementation	SOTr
2. Regional, Service Directors and below	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
13. Leave Administration 1. Leave Application c. Asec d. Service Director f. OSEC personnel under the Office of Usec/Asec		Undersecretary for Administrative Service Assistant Secretary for Project Implementation Chief of Staff
4. Monetization of Leave Credits b. 10 to 30 days – vacation leave	Director PMS	Assistant Secretary for Project Implementation

14. Request/ Approval for Authority to Render Overtime		
3. Asec Staff	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
4. All Offices under Asec	Director PMS	Assistant Secretary for Project Implementation
15. Request for Payment of Overtime Services over 30 Hours	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
16. Certificate of Service		Immediate Supervisor
17. Approval of Office Clearance		
3. Usec, Asec, Director and Agency Head	Director for Administrative Service	Undersecretary for Administrative Service
21. Recommendation for Appointment and Promotion to CES Rank		
2. All others	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
B. TRAVEL AUTHORITY		
22. Foreign Travel Order		
1. Nomination to International Commitments/ Conferences/ Meetings	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
2. Official Travel Order (for attendance to International Commitments/Conferences/Meetings)		
b. Usec, Asec, Agency Head, and Board Member	Chief of Staff	SOTr
c. Delegation – attendees include Usec, Asec, Agency Head	Chief of Staff	SOTr
d. Director and below	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
3. Approval/ acceptance of invitation as Resource Speaker in International		
b. Asec and Agency Head	Undersecretary for Administrative Service	SOTr
c. Service Director and below	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
4. Personal Travel Order		
a. Usec, Asec, Agency Head	Chief of Staff	SOTr

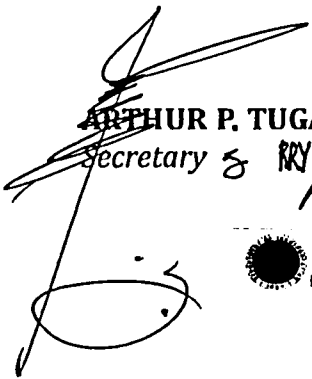
b. Service Director and below	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
23. Trainings/ Scholarships/ Seminars 2. Nomination to outside trainings, scholarships, seminars, academic studies, workshops c. Asec and Service Director	Chairman (Scholarship Committee)	Chief of Staff
3. Attendance to Trainings/ Seminars/ Scholarships b. Domestic Travel ii. Asec and Agency Head	Undersecretary for Administrative Service	Chief of Staff
iii. Service Director and below	Director for Administrative Service	Chief of Staff
c. Foreign Travel ii. Usec, Asec, and Agency Head	Undersecretary for Administrative Service	SOTr
iii. Service Director and below (including Sectoral/ Attached and Corporations)	Director for Administrative Service	Chief of Staff
4. Domestic Travel other than training such as Inspections, Monitoring, Investigation, Audit Technical Supervision, and BAC Post Qualification b. Asec and Agency Head		Undersecretary for Administrative Service
c. Service Director and below	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
5. Domestic Travel or Project-Based Job Orders	Director PMS	Assistant Secretary for Project Implementation
6. Domestic Travel of BAC Member and Technical Working Group		BAC Chairperson
26. Scholarship Contract		Assistant Secretary for Project Implementation
C. EQUIPMENT AND PROPERTY		
5. Signing of Property Transfer Report (PTR/IRP) 1. Completed Infra Projects such as Ports, Airports, building including equipment and other related facilities 2. Turn-over of Property/ Equipment from Completed Projects	Director PMS	Assistant Secretary for Project Implementation

4. Salaries, Honoraria and other benefits (Plantilla Personnel)	Director PMS	Assistant Secretary for Project Implementation
5. Wages of Job Orders assigned to Project	Director PMS	Assistant Secretary for Project Implementation
7. Honoraria for Resource Persons	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
9. Non-infra related matter, such as MOOE and Regular Equipment Outlay a. Up to Php 5 Million b. (Above) Php5M up to PhP50M c. Above Php50 Million	Director PMS Assistant Secretary for Project Implementation Undersecretary for Finance	Assistant Secretary for Project Implementation Undersecretary for Finance SOTr
10. Infra-related matters d. Advance Payment, First Billing/ Progress Billing/ Release of retention money, Certificate of Payment i. Goods 1. Php500,000 and below 2. Above Php500,000 to Php50Million	Director PMS Assistant Secretary for Project Implementation	Assistant Secretary for Project Implementation Undersecretary for Finance
ii. Infra 1. Up to PhP50 Million 2. Above PhP50 Million	Assistant Secretary for Project Implementation	Undersecretary for Finance
iii. Consulting 1. Up to PhP50 Million 2. Above PhP50 Million	Assistant Secretary for Project Implementation	Undersecretary for Finance
e. Fund transfer to implementing agencies, LGU and other government offices i. Up to PhP50 Million ii. Above PhP50 Million	Assistant Secretary for Project Implementation	Undersecretary for Finance
12. Domestic and foreign travel expenses c. Asec	Undersecretary for Finance	Undersecretary for Administrative Service
d. Service Director and below	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service

e. Job Orders	Director (concerned)	Assistant Secretary for Project Implementation
f. Contract of Services	Assistant Secretary for Project Implementation	Undersecretary for Finance
7. Reimbursement of BAC Members for travel expenses incurred in the conduct of post qualification and other BAC related activities	BAC Chairperson	Assistant Secretary for Procurement
9. Reimbursement of payment of registration fees for training programs or workshops	Assistant Secretary for Project Implementation	Undersecretary for Administrative Service
11. Request for Disbursement for Foreign Assisted Projects (FAPs)		
1. Below Php50 Million	Assistant Secretary for Project Implementation	Undersecretary for Finance
2. Above Php50 Million	Undersecretary for Finance	SOTr



Other provisions of Department Order No. 2019-005 which are not inconsistent herewith remains in full force and effect.

This Department Order shall take effect immediately, and all existing issuances are deemed revoked and superseded.



ARTHUR P. TUGADE

Secretary

DOT-OSCC OUTGOING 21-000139