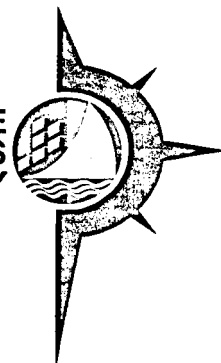
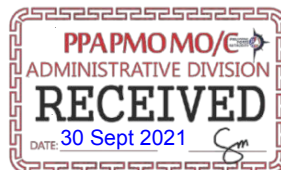




PHILIPPINE
PORTS
AUTHORITY



27 September 2021



MEMORANDUM

FOR : All Responsibility Center Heads
Head Office
Port Management Offices

FROM : The Acting Manager
Administrative Services Department

SUBJECT : DOTr Department Order No. 2021 – 012

Transmitting is a copy of Department of Transportation (DOTr) Department Order signed 15 September 2021 with subject, **“REVISION AND/OR AMENDMENT OF DEPARTMENT ORDER NO. 2019-005 DATED 07 MARCH 2019 (RE; AMENDMENT OF DEPARTMENT ORDER NO. 2017-007, AS AMENDED BY DEPARTMENT ORDER NO. 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. 2021-012

Series of 2021

A

TO : ALL CONCERNED
This Department

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

DATE :

In the exigency and best interest of service and in view of the appointment and designation of DOTr Officials, Department Order No. 2019-005 dated 07 March 2019 is hereby revised and/or amended to read as follows:

NATURE OF TRANSACTION ¹	RECOMMENDING AUTHORITY	APPROVING AUTHORITY
I. OPERATIONAL PLANNING		
1. Projects needing NEDA approval	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the approving authority, the Asec (concerned) or the Director (concerned)</i>	SOTr <i>*or designated official, if any</i>
2. Conceptual Plans, Master Plans, Feasibility Studies, Environmental Impact Statement for Critical Projects	Asec (Planning) <i>*in the absence of the Asec (Planning), or if he/she will be the approving authority, the Director (Planning)</i>	Usec (Planning) <i>*in the absence of the Usec (Planning), the Asec (Planning)</i>
3. 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)		
3.1 Locally-funded projects	Director (PMS)	Asec (concerned)

¹ For items/transactions with multiple or alternative signatories, the authority given shall be exercised successively in the order herein provided.

3.2 Foreign-assisted projects including NEDA approved locally-funded projects	Asec (concerned)/ Project Manager or Head, PMO (concerned)	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (Project Implementation)</i>
3.3 PPP projects	Asec (concerned)/ Project Manager or Head, PMO (concerned)	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
II. PROCUREMENT OF INFRASTRUCTURE PROJECTS, GOODS, CONSULTING SERVICES		
1. Project Procurement Management Plan (PPMP)		
1.1 Infrastructure		
1.1.1 Locally-funded projects	Director (concerned) <i>*in the absence of the Director (concerned), the Director (PMS)</i>	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i>
1.1.2 Foreign-assisted projects including NEDA approved locally-funded projects	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the approving authority, the Director (concerned)/ Director (PMS)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
1.2 Goods and Services	Division Chief (concerned)	Director (concerned) <i>*in the absence of the Director (concerned), the Asec (concerned)</i>
1.3 Consulting Services (both locally- and foreign-funded)	Director (Planning) [for conceptual plans, feasibility studies, etc.] Project Manager or Head, PMO (concerned) [for detailed engineering, etc.]	Asec (Planning) / Usec (Planning) Asec (concerned) / Usec (concerned)
2. Annual Procurement Plan (APP) / Supplemental Procurement Plan	BAC (concerned)	Designated HoPE
3. Approved Budget for the Contract (ABC)		
3.1 Infrastructure		
3.1.1 Locally-funded projects		
a. Up to Php1 Million	Project or Area Manager (concerned)	Director (PMS)
b. Above Php1 Million	Director (PMS)	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i>
3.1.2 Foreign-assisted projects including NEDA approved locally-funded projects (i.e., Agency Estimate/ Employer's Estimate)	Asec (concerned) / Project Manager or Head, PMO (concerned)	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (Project Implementation)</i>

3.2 Goods and Services	3.2.1 Php500,000 and below	Division Chief (concerned)	*in the absence of the Director (concerned), the Ascc (concerned)
	3.2.2 Above Php500,000	Director (concerned)	*in the absence of the Director (concerned), the Ascc (concerned)
3.3 Consulting Services (both locally- and foreign-funded)	Director (Planning) [for conceptual plans, feasibility studies, etc.]	Director (Planning)	Ascc (Planning)
	Project Manager or Head, PMO (concerned) [for detailed engineering, etc.]	Project Manager or Head, PMO (concerned)	Ascc (concerned)
4. Project print media advertisement such as ITB, etc.	Division Chief (PID) *in the absence of the Division Chief (PID), Director (PID)	Division Chief (PID)	Ascc (Communications)
5. BAC Resolutions (Infrastructure projects, goods, and consultancy services)	BAC	BAC	Designated HOPE
6. Signatory to the Notice of Award (NOA) of Project (with approved BAC Resolution)			Designated HOPE
III. CONTRACT IMPLEMENTATION			
1. As-staked plans/As-built plans (Infrastructure projects)	1.1 Locally-funded projects	Project or Area Manager (concerned)	Director (PMS)
	1.2 Foreign-assisted projects including NEDA approved locally-funded projects	Project Manager or Head, PMO (concerned) and Director (PMS)	Ascc (concerned) *in the absence of the Ascc (concerned), Ascc (Project Implementation)
2. Certificate of Payment	2.1 Locally-funded projects	Ascc (concerned) *in the absence of the Ascc (concerned), the Uscc (concerned)	Uscc (concerned) *in the absence of the Uscc (concerned), or if he/she will be the recommending authority, the Uscc (Finance)
	2.2.2 Above Php50 Million	Uscc (concerned) *in the absence of the Uscc (concerned), the Uscc (Finance)	SOTr *or designated official, if any
	2.2.1 Php50 Million and below	Ascc (concerned) *in the absence of the Ascc (concerned), the Uscc (concerned)	Uscc (concerned) *in the absence of the Uscc (concerned), or if he/she will be the recommending authority, the Uscc (Finance)
	2.2.2 Above Php50 Million	Uscc (concerned) *in the absence of the Uscc (concerned), the Uscc (Finance)	SOTr *or designated official, if any
	2.2.1 Php50 Million and below	Ascc (concerned) *in the absence of the Ascc (concerned), the Uscc (concerned)	Uscc (concerned) *in the absence of the Uscc (concerned), or if he/she will be the recommending authority, the Uscc (Finance)
2.2.2 Above Php50 Million		Uscc (concerned) *in the absence of the Uscc (concerned), the Uscc (Finance)	SOTr *or designated official, if any

	<i>the Usec (Finance)</i>	
3. Revisions in PERT/CPM Network/S-Curve and Cash Flow (without Extension of Time in the original contract duration) 3.1 Locally-funded infrastructure projects	Director (PMS) <i>*in the absence of the Director (PMS), or if he/she will be the approving authority, the Project Manager or Head, PMO (concerned)</i>	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (PMS)</i>
3.2 Foreign-assisted infrastructure projects including NEDA approved locally-funded projects	Project Manager or Head, PMO (concerned) <i>*in the absence of the Project Manager or Head, PMO (concerned), the Director (PMS)</i>	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (PMS)</i>
4. Variation Order (i.e., Change Orders/ Extra Work Order) 4.1 Locally-funded projects 4.1.1 Up to 10% of the contract price** ** Section 1.1, Annex E, IRR of RA9184: <u>any cumulative amount of the positive or additive VO shall not exceed ten percent (10%) of the original contract price</u>	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the approving authority, the Director (PMS)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
4.1.2 Beyond 10% of the contract price** ** Section 1.4, Annex E, IRR of RA9184: <u>Any cumulative positive VO beyond ten percent (10%) of the original contract price shall be subject of another contract to be bid out if the works are separable from the original contract. In exceptional cases where it is urgently necessary to complete the original scope of work, the HoPE may authorize a positive VO that will make the cumulative value of the positive VO beyond 10% but not more than 20% of the original contract price, subject to the Guidelines to be determined by the GPPB: Provided, however, that appropriate sanctions shall be imposed on the designer, consultant or official responsible for the original DED which failed to consider the VO beyond 10%.</u>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	SOTr/Designated HoPE <i>*or designated official, if any</i>
4.2 Foreign-assisted projects including NEDA approved locally-funded projects 4.2.1 Up to 10% of the contract price	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the approving authority, the Project Manager or Head, PMO (concerned)/Director (PMS)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
4.2.2 Beyond 10% of the contract price	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	SOTr <i>*or designated official, if any</i>
5. Time Extension / Suspension / Resumption Orders 5.1 Infrastructure projects		

5.1.1 Locally-funded projects	Director (PMS)	Asec (concerned)
5.1.2 Foreign-assisted including NEDA approved locally-funded projects	Asec (concerned) / Project Manager or Head, PMO (concerned) <i>*in the absence of both the Project Manager or Head, PMO (concerned) and Asec (concerned), or if the approving authority is the Asec (concerned), the Asec (Project Implementation)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
5.2 Goods		
5.2.1 Up to Php1 Million	Head, Implementing or End-User Unit (concerned) <i>(as reviewed by Procurement Management Service)</i>	Asec (concerned)
5.2.2 Above Php1 Million	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the approving authority, the Director (concerned)/Head, Implementing Unit/End-user (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
5.3 Consulting Services (both locally- and foreign-funded)	Director (Planning) [for conceptual plans, feasibility studies, etc.] Project Manager or Head, PMO (concerned) [for detailed engineering, etc.] <i>(as reviewed by Procurement Management Service)</i>	Asec (Planning) Asec (concerned)
6. Contract Price Escalation/ Price Adjustment/ Other Contractual Claims		
6.1 Locally-funded projects (Up to 10% of the contract price) (indorsement to GPPB/NEDA)	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (PMS)</i>	Usec (concerned) <i>in the absence of the Usec (concerned), the Asec (Project Implementation)</i>
6.2 Foreign-assisted projects including NEDA approved locally-funded projects (Up to 10% of the contract)	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	SOTr <i>*or designated official, if any</i>
7. Liquidated Damages		
7.1 Infrastructure projects		
7.1.1 Locally-funded projects	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (PMS)</i>	Designated HoPE
7.1.2 Foreign-assisted including NEDA approved locally-funded projects	Asec (concerned) <i>*in the absence of the Asec (concerned), the Project Manager or Head, PMO (concerned)/Director (PMS)</i>	Designated HoPE
7.2 Goods	Project Manager or Head, PMO (concerned) / Head, Implementing or End-user Unit (concerned) <i>(as reviewed by Procurement Management Service)</i>	Designated HoPE

	<i>Management Service)</i>	
7.3 Consulting Services (both locally- and foreign-funded)	Director (Planning) [for conceptual plans, feasibility studies, etc.] Project Manager or Head, PMO (concerned) [for detailed engineering, etc.] (as reviewed by Procurement Management Service)	Designated HoPE
8. Certificate of Completion/Acceptance for Highly Technical Consultants	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the approving authority, the Project Manager or Head, PMO (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
9. Certificate of Project Completion		
9.1 Infrastructure projects		
9.1.1 Locally-funded projects	Director (PMS) and Project Manager or Head, PMO (concerned) / Head, Implementing or End-user Unit (concerned)	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
9.1.2 Foreign-assisted including NEDA approved locally-funded projects	Project Manager or Head, PMO (concerned) / Head, Implementing or End-user Unit (concerned)	SOTr <i>*or designated official, if any</i>
9.2 Goods		
9.2.1 Locally-funded projects	Head, Implementing or End-user Unit / Division Chief (concerned)	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)</i>
9.2.2 Foreign-assisted including NEDA approved locally-funded projects	Head, Implementing or End-user Unit / Division Chief (concerned)	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
9.3 Consulting Services		
9.3.1 Locally-funded projects	Director (Planning) [for conceptual plans, feasibility studies, etc.] Project Manager or Head, PMO (concerned) [for detailed engineering, etc.]	Asec (Planning) Asec (concerned)
9.3.2 Foreign-assisted including NEDA approved locally-funded projects	Asec (Planning) [for conceptual plans, feasibility studies, etc.] <i>*in the absence of the Asec (Planning), or if he/she will be the approving authority, the Director (Planning)</i> Asec (concerned) [for detailed engineering, etc.]	Usec (Planning) <i>*in the absence of the Usec (Planning), the Asec (Planning)</i> Usec (concerned) <i>*in the absence of the Usec (concerned),</i>

	<i>*in the absence of the Asec (concerned), or if he/she will be the approving authority, the Project Manager or Head, PMO (concerned)</i>	<i>the Asec (concerned)</i>
10. Certificate of Acceptance and Turn-over/ Property Transfer Report (PTR)		
10.1 Infrastructure projects		
10.1.1 Locally-funded projects	Inspection and Acceptance Committee (IAC) <i>*in the absence of the IAC, the Project Manager or Head, PMO (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
10.1.2 Foreign-assisted including NEDA approved locally-funded projects	Inspection and Acceptance Committee (IAC) <i>*in the absence of the IAC, the Project Manager or Head, PMO (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
10.2 Goods <i>(with citation in the contract or MOA and with approved transfer by authorized signatory)</i>	Inspection and Acceptance Committee (IAC)	Division Chief (Supply Division) <i>[NOTE: in the absence of the IAC and if given the authority to issue Certificate of Acceptance, the Division Chief (Supply Division) and Division Chief (Management Division)]</i>
10.3 Consulting Services (both locally- and foreign-funded)	Asec (Planning) [for conceptual plans, feasibility studies, etc.] <i>*in the absence of the Asec (Planning), or if he/she will be the approving authority, the Director (Planning)</i> Asec (concerned) [for detailed engineering, etc.] <i>*in the absence of the Asec (concerned), or if he/she will be the approving authority, the Project Manager or Head, PMO (concerned)</i>	Usec (Planning) <i>*in the absence of the Usec (Planning), the Asec (Planning)</i> Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
11. Contracts awarded by the Bids and Awards Committee (BAC)		
11.1 Up to Php50 Million	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)</i>	Designated HoPE
11.2 Above Php50 Million	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	Designated HoPE
12. Notice to Proceed (NTP)		
12.1 Locally-funded projects		Designated HoPE
12.2 Foreign-assisted including NEDA approved locally-funded projects		Designated HoPE
12.3 Consulting Services		Designated HoPE
13. Certificate of Compliance to Executive Order (EO) No. 423		Designated HoPE

14. Approval of Purchase Order (PO) / Job Order (JO)	Usec (concerned) / Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned) or Head, Implementing or End-user Unit (concerned)</i>	Designated HoPE
15. Cancellation / Termination of Purchase Order (PO) / Job Order (JO)	Usec (concerned) / Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned) or Head, Implementing or End-user Unit (concerned)</i>	Designated HoPE
16. Amendment to Contract	Usec (concerned) / Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned) or Head, Implementing or End-user Unit (concerned)</i>	Designated HoPE <i>(as reviewed by Legal)</i>
17. Replacement of Contractor's / Consultant's Personnel (i.e., key technical and administrative personnel) 17.1 Locally-funded projects	Project Manager or Head, PMO (concerned)/Head, Implementing or End-user Unit (concerned)	Director (PMS) / Asec (concerned) / Usec (concerned)
17.2 Foreign-assisted including NEDA approved locally-funded projects	Project Manager or Head, PMO (concerned) / Head, Implementing or End-user Unit (concerned)/ Director (PMS)	Usec (concerned) / Asec (concerned)
18. Rescission / Termination of Contract	Usec (concerned) / Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned) or Head, Implementing or End-user Unit (concerned)</i>	Designated HoPE
19. BOC Indorsement (including Certificate of Undertaking)	Director (PMS)	Asec (Project Implementation)
IV ADMINISTRATIVE MATTERS		
A. HUMAN RESOURCE (PERSONNEL)		
1. Signing/approval of Daily Time Record (DTR), Gate Pass and Application for Leave	<i>(to be initialed by the Immediate Supervisor, if applicable)</i>	Division Chief/Director (concerned) <i>*in the absence of both, the Asec/Usec (concerned)</i>
2. Authority to hire/fill-up vacant positions (including promotion) 2.1 Career positions 2.1.1 CES positions	 SOTr	 President

2.1.2 Salary Grade 24-26 (Division Chief - Project Manager)	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	SOTr/Usec (Administrative Service)
2.1.2 Salary Grade 1-23	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)/Usec(concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>
2.2 Casual, Contractual, Job Order, Contract of Service, Co-terminus positions under the offices of Asec, Usec and OSEC		
2.2.1 Coterminus positions under OSEC and offices of Usec and Asec	Asec/Usec (concerned)	SOTr/Usec (Administrative Service)
2.2.2 All levels in the Central Office (casual and contractual)	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)/Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>
3. Signing/approval of appointments/ contracts, Acceptance of resignation, or Dropping from Rolls		
3.1 Plantilla appointments		
3.1.1 CES positions	3rd level/SOTr	President
3.1.2 Salary Grade 1-26	Human Resource Merit Selection and Promotion Board (HRMSPB)	Usec (concerned) <i>*in the absence of Usec (concerned), the Usec (Administrative Service)/Asec (concerned)</i>
3.1.3 Co-terminus positions under OSEC and Offices of Usec and Asec	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i>	Usec (Administrative Service)
3.1.4 Salary Grade 22-24 (LTO/LTFRB) (NOTE: see D.O. No. 2021-011)	Chairperson, Personnel Selection Board (concerned)	Agency Head (concerned)
3.2 Casual Appointments	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)/Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>
3.3 Contractual Appointments		
3.3.1 Contract for Salary Grade 1-26	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)/Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>
3.4 PCG Appointments		
3.4.1 Flag Ranks	SOTr	President

3.4.2 Ensign to Captain	CPCG	SOTr
<p>3.5 Job Order / Contract of Service</p> <p>3.5.1 Job Order (Infra projects)</p>	<p>Director (PMS)/ Asec (concerned)</p>	<p>Asec (concerned) / Usec (concerned) <i>*in the absence of the Usec (concerned) and/or if the recommending authority is the Asec (concerned), the Usec (Administrative Service)</i></p>
<p>3.5.2 Job Order (Not assigned or involved in Infra projects)</p>	<p>Director (concerned) / Asec (concerned) <i>*in the absence of the Asec (concerned) and Director (concerned), the Usec (concerned)</i></p>	<p>Asec (Administrative Service) / Usec (Administrative Service)</p>
<p>3.5.3 Contract of Service</p>	<p>Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)/Usec(concerned)</i></p>	<p>Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i></p>
<p>4. Renewal of Appointment/Hiring</p> <p>4.1 Temporary (when applicable)</p>	<p>Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)/Usec(concerned)</i></p>	<p>Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i></p>
<p>4.2 Casual and Contractual</p>	<p>Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)/Usec(concerned)</i></p>	<p>Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i></p>
<p>4.3 Authority to Renew Job Order</p> <p>4.3.1 Job Order (Infra projects)</p>	<p>Director (PMS)/ Asec (concerned)</p>	<p>Asec (concerned) / Usec (concerned) <i>*in the absence of the Usec (concerned) and/or if the recommending authority is the Asec (concerned), the Usec (Administrative Service)</i></p>
<p>4.3.2 Job Order (Not assigned or involved in Infra projects)</p>	<p>Director (concerned) / Asec (concerned) <i>*in the absence of the Asec (concerned) and Director (concerned), the Usec (concerned)</i></p>	<p>Asec (Administrative Service) / Usec (Administrative Service)</p>
<p>4.4 Authority to Renew Contract of Service</p>	<p>Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)/Usec(concerned)</i></p>	<p>Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i></p>
<p>5. Authority to Transfer</p> <p>5.1. CES positions</p>	<p>Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Administrative Service)</i></p>	<p>SOTr</p>
<p>5.2. Salary Grade 24-26 (including Project Manager)</p>	<p>Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i></p>	<p>Usec (Administrative Service)</p>

5.3. Salary Grade 1-23	<p align="center">Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)/Usec(concerned)</i></p>	<p align="center">Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i></p>
<p>6. Return to Mother Unit / Recall / Reassignment / Detail</p> <p><i>(NOTE: must be covered by a Special Order with Conformity Slip)</i></p> <p>6.1 CES positions</p>	<p align="center">Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Administrative Service)</i></p>	<p align="center">SOTr</p>
6.2 Regional Director and Assistant Regional Director (LTO/LTFRB/DOTr-CAR/DOTr-CARAGA)	<p align="center">Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Administrative Service)/Asec (concerned)</i></p>	<p align="center">SOTr</p>
6.3 Salary Grade 1-26	<p align="center">Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i></p>	<p align="center">Usec (Administrative Service)</p>
7. Notice of Expiration / Termination of Appointments	<p align="center"><i>[same as the signatories for Appointments - Item IV (A) (3)]</i> <i>*for LTO/LTFRB personnel, see DO 2021-011.</i></p>	
8. Secondment <i>(NOTE: must be covered by Memorandum of Agreement)</i>	<p align="center">Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Administrative Service)</i></p>	<p align="center">SOTr</p>
<p>9. Designation of Officer-in-Charge (OIC)</p> <p><i>(NOTE: must be covered by Special Order)</i></p> <p>9.1 Usec, Asec, Agency Head, Regional Director and Assistant Regional Director</p>	<p align="center">Usec (concerned)/Agency Head <i>*in the absence of the Usec (concerned), the Asec (concerned) / Usec (Administrative Service)</i></p>	<p align="center">SOTr</p>
9.2 Service Director and below	<p align="center">Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i></p>	<p align="center">Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i></p>
<p>10. Designation of Official Representatives to Inter-Agency Committees</p> <p>10.1 Usec, Asec and Agency Head</p>	<p align="center">Usec (Administrative Service) [for Usec (concerned) or Agency Head]</p> <p align="center">Usec (concerned) [for Asec (concerned)] <i>*in the absence of the Usec (concerned), the Usec (Administrative Service)</i></p>	<p align="center">SOTr</p>

10.2 Service Director and below	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>
11. Permit to Teach/Grant of Study Leave 11.1 Usec, Asec and Agency Head	Usec (Administrative Service) [for Usec (concerned) or Agency Head] Usec (concerned) [for Asec (concerned)] <i>*in the absence of the Usec (concerned), the Usec (Administrative Service)</i>	SOTr
11.2 Regional Director, Service Director and below	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>
12. Notices of Salary Adjustment / Step Increment 12.1 Secretary, Director up to Usec (including Agency Head, Regional Director and Assistant Regional Director, if applicable)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i>	Usec (Administrative Service)
12.2 Usec (Administrative Service)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i>	SOTr
12.3 Usec (Finance)	Asec (Finance) <i>*in the absence of the Asec (Finance), the Usec (Administrative Service)</i>	SOTr
12.4 Salary Grade 1-26 (including Project Manager)	Director (Administrative Service)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Usec (Administrative Service)</i>
13. Leave Administration 13.1 Leave Application 13.1.1 Secretary		Usec (Administrative Service)
13.1.2 Usec		SOTr
13.1.3 Asec		Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Administrative Service)</i>
13.1.4 Service Director		Asec (concerned) / Usec (concerned)

13.1.5 OSEC personnel	Director IV (OSEC)	HEA/Chief-of-Staff <i>*in the absence of HEA/COS, the Usec (Administrative Service)</i>
13.1.6 OSEC personnel under the offices of Usec/Asec		Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
13.1.7 Salary Grade 1-26 (including Project Manager)	Division Chief/Project Manager (concerned)	Director (concerned) <i>*in the absence of the Director (concerned), the Asec (concerned) / Usec (concerned)</i>
13.2 Rehabilitation Leave and Special Leave provided for under the Magna Carta for Women - Republic Act (RA) No. 9710 (for all levels)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i>	Usec (Administrative Service)
13.3 Terminal Leave 13.3.1 Usec, Asec, and Agency Heads	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i>	Usec (Administrative Service)
13.3.2 All levels up to Service Director	Director (Administrative Service)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Usec (Administrative Service)</i>
13.4 Monetization of Leave Credits 13.4.1 50%-80% accumulated leave credits (sick leave + vacation leave)	Director (Administrative Service)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Usec (Administrative Service)</i>
13.4.2 10-30 days (vacation leave)	Director (concerned) / Asec (concerned)	Usec (concerned) <i>*in the absence of the Usec (concerned) and the Asec (concerned) is the recommending authority, the Usec (Administrative Service)</i>
14. Request/Approval for Authority to Render Overtime with Pay 14.1 OSEC personnel		HEA/Chief-of-Staff <i>*in the absence of HEA/COS, the Usec (Administrative Service)</i>
14.2 Usec personnel		Usec (concerned) <i>*in the absence of the Usec (concerned), the the Usec (Administrative Service)</i>
14.3 Asec personnel	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>
14.4 Personnel of all offices under Asec	Director (concerned) / Asec (concerned)	Asec (concerned) / Usec (concerned)

15. Request for Payment of Overtime Services over 30 Hours	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>
<i>NOTE: except for Usec personnel</i>		Usec (concerned)
16. Certificate of Service (Attendance of 3rd Level Officials)		Immediate Supervisor
17. Approval of Office Clearance <i>(NOTE: for functions and authorities in DOTr-MRT3/CAR/CARAGA/Sectoral Offices, refer to their respective internal policies)</i>		Usec (Administrative Service)
17.1 Secretary		
17.2 Usec (Admin/Finance)		SOTr
17.3 Usec, Asec, Director and Agency Head (including Regional Director and Assistant Regional Director, if applicable)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i>	Usec (concerned) / Usec (Administrative Service)
17.4 Salary Grade 1-26 (including Project Director)	Division Chief/Project Manager (concerned)	Director (concerned) <i>*in the absence of the Director (concerned), the Asec (concerned)</i>
17.5 For PCG Officers due for Separation		
17.5.1 Flag Ranks	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i>	Usec (Maritime) <i>*in the absence of the Usec (Maritime), the Asec (Maritime)</i>
17.5.2 Ensign to Captain	CPCG	Usec (Maritime) <i>*in the absence of the Usec (Maritime), the Asec (Maritime)</i>
18. Statement of Assets, Liabilities, and Net Worth (SALN)	SALN Review Committee	Usec (Administrative Service)
19. Recommendation for Appointment and Promotion to CES Rank		
19.1 Administrative Service personnel	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i>	Usec (Administrative Service)
19.2 All others	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	Usec (Administrative Service)

B. TRAVEL AUTHORITY

<p>20. Foreign Travel Order</p> <p>20.1 Nomination to International Commitments/Conferences/ Meetings</p>	<p>Asec (concerned) / Agency Head</p>	<p>Usec (concerned) *in the absence of the Usec (concerned), the Asec (concerned)/Usec (Administrative Service)</p>
<p>20.2 Official Travel Order (for attendance to International Commitments/Conferences/ Meetings)</p> <p>20.2.1 Secretary</p>		<p>President</p>
<p>20.2.2 Usec, Asec, Agency Head and Board Member</p>	<p>Usec (Administrative Service) [for Usec (concerned), Agency Head, or Board Member]</p> <p>Usec (concerned) [for Asec (concerned)] *in the absence of the Usec (concerned), the Usec (Administrative Service)</p>	<p>SOTr</p>
<p>20.2.3 Delegation – attendees include Usec, Asec, and Agency Head</p>	<p>Usec (Administrative Service) [for Usec (concerned) or Agency Head]</p> <p>Usec (concerned) [for Asec (concerned)] *in the absence of the Usec (concerned), the Usec (Administrative Service)</p>	<p>SOTr</p>
<p>20.2.4 DOTr-Central Office Service Director and below</p>	<p>Asec (concerned) *in the absence of the Asec (concerned), the Director (Administrative Service)</p>	<p>Usec (concerned) *in the absence of the Usec (concerned), the Asec (concerned)/Usec (Administrative Service)</p>
<p>20.3 Approval/acceptance of Invitation as Resource Speaker in International Fora</p> <p>20.3.1 Usec</p>		<p>SOTr</p>
<p>20.3.2 Asec and Agency Head</p>	<p>Usec (concerned) *in the absence of the Usec (concerned), the Asec (concerned)/Usec (Administrative Service)</p>	<p>SOTr</p>
<p>20.3.3 Service Director and below</p>	<p>Asec (concerned) *in the absence of the Asec (concerned), the Director (concerned)</p>	<p>Usec (concerned) *in the absence of the Usec (concerned), the Asec (concerned)/Usec (Administrative Service)</p>
<p>20.4 Personal Travel Order</p> <p>20.4.1 Usec, Asec, Agency Head</p>	<p>Usec (Administrative Service) [for Usec (concerned) or Agency Head]</p> <p>Usec (concerned) [for Asec (concerned)]</p>	<p>SOTr</p>

	<i>*in the absence of the Usec (concerned), the Usec (Administrative Service)</i>	
20.4.2 Service Director and below	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)/Usec (Administrative Service)</i>
20.4.3 Personnel in Sectoral and Attached Agencies or Corporations (position is below Agency Head)		Agency Head
21. Trainings / Scholarships / Seminars		
21.1 Approval of Training programs		
21.1.1 Training and Development Programs (NOTE: see D.O. No. 2021-007)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i>	Chairperson, Personnel Development Committee <i>*in the absence of the PDC Chairperson, the Usec (Administrative Service)</i>
21.1.2 GAD Plans, Activities and Programs (PAPs)	GAD ExeComm	GAD Chairperson
21.2 Nomination to outside trainings, scholarships, seminars, academic studies, or workshops (NOTE: see D.O. No. 2021-007)		President
21.2.1 Secretary		
21.2.2 Usec and Agency Head	Chairman, Personnel Development Committee (PDC) <i>*in the absence of the PDC Chairperson, the Usec (Administrative Service)</i>	SOTr
21.2.3 Asec and Service Director		
21.2.4 Personnel (Project Manager and below)	Director (concerned) <i>*in the absence of the Director (concerned), the Asec (concerned)</i>	Chairman, Personnel Development Committee (PDC) <i>*in the absence of the PDC Chairperson, the Usec (Administrative Service)</i>
21.3 Attendance to Trainings/ Seminars/Scholarships		
21.3.1 In-house	Director (Administrative Service)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Usec (Administrative Service)</i>
21.3.2 Domestic Travel		
a. Usec		SOTr
b. Asec and Agency Head	Usec (Administrative Service)	Usec (concerned) <i>*in the absence of the Usec (concerned),</i>

	<i>*in the absence of the Usec (Administrative Service), the Asec (Administrative Service)/Director (Administrative Service)</i>	<i>the Usec (Administrative Service)/Asec (concerned)</i>
c. Service Director and below	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)/Usec (Administrative Service)</i>
21.3.3 Foreign Travel		
a. Secretary		President
b. Usec, Asec and Agency Head	Usec (concerned) <i>*in the absence of the Usec (concerned), the Undersecretary (Administrative Service) / Asec (concerned)</i>	SOTr
c. Service Director and below (including Sectoral/ Attached Agencies and Corporations)	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)/Usec (Administrative Service)</i>
21.4 Domestic Travel other than training such as Inspection, Monitoring, Investigation, Audit, Technical Supervision, and BAC Post-Qualification		
21.4.1 Usec		SOTr
21.4.2 Asec and Agency Head		Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Administrative Service)</i>
21.4.3 Service Director and below	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)/Usec (Administrative Service)</i>
21.5 Domestic Travel of Project-based Job Orders	Director (PMS)	Asec (concerned) / Usec (concerned)
21.6 Domestic Travel of BAC Members relative to BAC Activities	Head, BAC Secretariat	BAC Chairperson
21.7 Domestic Travel of OSG Personnel	Director (Legal)	Asec (Legal) <i>*in the absence of the Asec (Legal), the Usec (Legal)</i>
22. Approval of Request for Representation Allowance for Foreign Travel	SOTr/Usec (concerned)	President
23. Approval of Request for Travelling Expenses for non-international commitments including Registration Fees	SOTr/Usec (concerned)	President
24. Scholarship Contract		Asec (concerned) / Usec (concerned)

EQUIPMENT AND PROPERTY		
1. Property Acknowledgment Receipt (PAR) for Motor Vehicles (MVs)	Director (Administrative Service)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative), the Usec (Administrative Service)</i>
2. Property Acknowledgment Receipt (PAR) for other properties	Division Chief (PUDD)	Director (Administrative Service)
3. Disposal of Unserviceable MVs and Other Properties	Disposal Committee (NOTE: See D.O. No. 2021-081)	Usec (Administrative Service)
4. Assignment of Service Vehicle		
4.1 All Service Vehicle (Officials as well as Officers and Personnel below rank of Service Directors)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i>	Usec (Administrative Service)
4.2 Approval of gas allocation for land travel (supported by Travel Order)	Director (Administrative Service)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative), the Usec (Administrative Service)</i>
5. Signing of Property Transfer Report (PTR/IRP)		
5.1 Completed Infra Projects such as Ports, Airports, building including equipment and other related facilities	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the approving authority, the Director (concerned)/Project Manager or Head, PMO (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
5.2 Turn-over of Property/Equipment from completed projects	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the approving authority, the Director (concerned)/Project Manager or Head, PMO (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
6. Donation of DOTr Property/ Equipment to other agencies, institutions, and LGU (with Disposal Committee Resolution)	Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i> (as reviewed by the Usec (Legal))	Usec (Administrative Service)
7. Contract of Sale/Deed of Sale related to Disposal of Properties		
7.1 Up to Php100,000	Director (Concerned) <i>*in the absence of the Director (concerned), the Director (Administrative Service)</i>	Asec (concerned) / Usec (concerned)
7.2 Over Php100,000 to Php1,000,000.000	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i> (as reviewed by the Usec (Legal))	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>

8. Lease of DOTr properties	Usec (Administrative Service) <i>*in the absence of the Usec Administrative, the Asec (Administrative Service)</i>	Usec (Legal)
V. FISCAL MATTERS		
1. Program of Expenditures		
1.1 COE	Director (FMS)	Usec (Finance)
1.2 Admin & Engineering Overhead	Director (FMS)	Usec (Finance)
2. Authority to Hold Cash Advance		
2.1 Up to Php100,000	Asec (Concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)</i>	Usec (Finance)
2.2 Above Php100,000	Usec (Finance)	SOTr
3. Sub-allotment Release Order (SARO) / Letter Advice of Allotment (LAA) / Letter Advice of Allotment Released (LAAR)	Director (FMS) <i>[for initial]</i>	Usec (Finance)
4. Modified Obligation Request and Status (MORS)	Head/Representative of Requesting Unit as the initiating officer <i>(e.g., Director - PMS for Salary of project-based JO)</i>	Division Chief (Budget) Director (FMS) <i>[notation]</i>
4.1 For BAC-related Expenses (e.g. reimbursement of travel expenses)	BAC Chairperson	Division Chief (Budget) Director (FMS) <i>[for notation]</i>
5. Approval of Internal realignment of locally-funded projects (Limited to proposed alignments within the same object expense as that of the original released by DBM)	Director (FMS)	SOTr <i>*or designated official, if any</i>
6. Memorandum of Agreement for Transfer of Funds <i>[NOTE: The Project Proponents or End-User Units of the DOTr shall be responsible in the preparation of the MOA and forward the same to the Legal Service for review]</i> 6.1 Between DOTr and LGU or other government agencies for the implementation of transportation programs or projects (i.e., locally-funded or		

foreign-funded) 6.1.1 Up to Php50 Million	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Finance)</i>
6.1.2 Above Php50 Million	Usec (concerned) <i>*in the absence of the Usec (concerned), Usec (Finance)</i>	SOTr <i>*or designated official, if any</i> [NOTE: MOA for the approval of SOTr must pass through the Office of Usec (Legal), etc. for Initial]
7. Approval of Disbursement Vouchers including liquidation for the following: 7.1 Cash Advance 7.1.1 Up to Php100,000	Director (concerned) <i>*in the absence of the Director (concerned), the Asec (concerned)</i>	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the recommending authority, the Usec (Concerned)/Usec (Finance)</i>
7.1.2 Above Php100,000 to Php200,000	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)/Director (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Finance)</i>
7.1.3 Above Php200,000 (for special project activities like ASEAN, etc.)	Asec/Usec (concerned) <i>*in the absence of the Asec/Usec (concerned), the Usec (Finance)</i>	SOTr [NOTE: all DVs for the approval of SOTr must pass through the Office of Usec (Finance) for Initial]
7.2 Miscellaneous and Extra Ordinary Expense	Director/Asec (concerned)	Usec (Administrative Service)
7.3 Payment of Compensation for Independent Consultants and Highly Technical Consultants for procured services	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>
7.4 Salaries and other benefits (Plantilla Personnel) regardless of amount (e.g., remittances to GSIS, Pag-ibig, BIR, etc.)	Director (Administrative Service)	Usec (Administrative Service)
7.5 Honoraria for Members of BAC and TWG	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Administrative Service)</i>
7.6 Wages of Job Order/Contract of Service (COS) personnel assigned to Project	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending</i>

		authority, the Usec (Administrative Service)
7.7 Wages of Job Order/Contract of Service (COS) personnel assigned to Administrative Staff of the Department	Division Chief (concerned)	Asec (Administrative Service) <i>*in the absence of Asec (Administrative Service), the Usec (Administrative Service)</i>
7.8 Honoraria of Resource Persons	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)/Director (concerned)</i>	Usec (Administrative Service)
7.9 Renewal of Registration (e.g., MVs)	Director (Administrative Service)	Usec (Administrative Service) <i>*in the absence of the Usec (Administrative), the Asec (Administrative Service)</i>
7.10 Payment for Non-Infra related matters, such as MOOE and Regular Equipment Outlay 7.10.1 Up to Php5 Million	Director (concerned) <i>*in the absence of the Director (concerned), the Asec (concerned)</i>	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>
7.10.2 Above Php5 Million to Php50 Million	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service/Usec (Finance)</i>
7.10.3 Above Php50 Million	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)/Usec (Administrative Service)</i>	SOTr
7.11 Infra-related matters 7.11.1 Site Acquisition and Right-of-Way Activities (Deed of Absolute Sale, Compensation Agreement, Payment to Lot Owners including expenses related to transfer of title to DOTr, etc.) a. Up to Php50 Million	Asec (concerned)	Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Legal)</i>
b. Above Php50 Million	Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Legal)</i>	SOTr
7.11.3 Travel Expenses and Reimbursement of Office of the OSG relative to ROWSA Activities	Asec/Usec (concerned)	Usec (Legal)
7.11.4 Advance payment, First Billing / Progress Billing, Release of Retention Money,		

<p style="text-align: center;">Certificate of Payment</p> <p>[NOTE: All DVs for Infra, Consulting and Fund Transfer, regardless of amount must pass through the Office of the Usec for Finance before approval of the Usec (concerned) and/or SOTr]</p> <p>a. Goods</p> <p>a.1 Php500,000 and below</p>	<p style="text-align: center;">Head, Implementing Unit/End-User (concerned) <i>(as reviewed by Procurement Management Service)</i></p>	<p style="text-align: center;">Asec/Usec (concerned)</p>
<p>a.2 Above Php500,000 to Php50 Million</p>	<p style="text-align: center;">Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i></p>	<p style="text-align: center;">Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)/Usec (Finance)</i></p>
<p>b. Infra</p> <p>b.1 Up to Php50 Million</p>	<p style="text-align: center;">Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i></p>	<p style="text-align: center;">Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Finance)</i></p>
<p>b.2 Above Php50 Million</p>	<p style="text-align: center;">Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Finance)</i></p>	<p style="text-align: center;">SOTr</p>
<p>c. Consulting</p> <p>c.1 Up to Php50 Million</p>	<p style="text-align: center;">Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i></p>	<p style="text-align: center;">Usec (concerned) <i>*in the absence of the Usec (concerned), or if he/she will be the recommending authority, the Usec (Finance)</i></p>
<p>c.2 Above Php50 Million</p>	<p style="text-align: center;">Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Finance)</i></p>	<p style="text-align: center;">SOTr</p>
<p>7.11.5 Fund Transfer to Implementing Agencies, LGUs and other government offices</p> <p>a. Up to Php50 Million</p>	<p style="text-align: center;">Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i></p>	<p style="text-align: center;">Usec (concerned) <i>*in the absence of the Usec (concerned), Usec (Finance)</i></p>
<p>b. Above Php50 Million</p>	<p style="text-align: center;">Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Finance)</i></p>	<p style="text-align: center;">SOTr</p>
<p>7.12 Domestic and Foreign Travel Expenses</p> <p>7.12.1 Secretary/Usec</p>	<p style="text-align: center;">Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i></p>	<p style="text-align: center;">Usec (Administrative Service)</p>
<p>7.12.2 Usec (Administrative Service)</p>	<p style="text-align: center;">Director (Administrative Service)</p>	<p style="text-align: center;">Usec (Finance)</p>

7.12.3 Asec	Usec (concerned) <i>*in the absence of the Usec (concerned), the Director (Administrative Service)</i>	Usec (Administrative Service)	
7.12.4 Service Director and below	Asec (concerned) <i>*in the absence of the Asec (concerned), the Director (concerned)/Usec (concerned)</i>	Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Administrative Service)</i>	
7.12.5 Job Order personnel assigned to Project	Director (PMS)/Asec (concerned)	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the recommending authority, the Usec (concerned)/Usec (Administrative Service)</i>	
7.12.6 Job Order personnel to Administrative Staff of the Department	Director (concerned) <i>*in the absence of the Director (concerned), the Asec (concerned)</i>	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the recommending authority, the Usec (concerned)/Usec (Administrative Service)</i>	
7.12.7 Contract of Service	Director (concerned) <i>*in the absence of the Director (concerned), the Asec (concerned)</i>	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the recommending authority, the Usec (concerned)/Usec (Administrative Service)</i>	
7.13 DV for Reimbursement of travel expenses relative to procurement activities (e.g., conduct of post qualification and other BAC-related activities)	BAC Chairperson	Designated HoPE	
8. Request for Reimbursement of travel expenses relative to procurement activities (e.g., BAC-related activities)	BAC Chairperson	Designated HoPE	
10. Request for Reimbursement or payment of registration fees for training or workshops	Director (concerned) <i>*in the absence of the Director (concerned), the Asec (concerned)</i>	Asec (concerned) <i>*in the absence of the Asec (concerned), or if he/she will be the recommending authority, the Usec (Administrative Service)</i>	
10. Signing and Countersigning of Checks / List of Due and Demandable Accounts Payable (LDDAP)	SIGNING	COUNTERSIGNING	
	10.1 Up to Php5 Million	Division Chief (Treasury Division)	Director (Comptrollership Service)
	10.2 Above Php5 Million and below Php50 Million	Director (Comptrollership Service)	Asec/Usec (Finance)
	10.3 Php50 Million to below Php100 Million	Director (Comptrollership Service)	Usec (Finance) <i>*in the absence of the Usec (Finance), the Usec (Administrative Service)</i>
	10.4 Php100 Million and above	Usec (Finance)	SOTr

<i>NOTE: in the absence of any of the above signatories, regardless of amount</i>	Director (Comptrollership Service) or Asec/Usec (Finance)/Usec (Administrative Service)	SOTr/Usec (Finance)/Usec (Administrative Service)
11. Disbursement Documents for Foreign Assisted Projects (FAPs)		
11.1 Below Php50 Million	Asec (concerned) <i>*in the absence of the Asec (concerned), the Usec (concerned)</i> [for initial]	Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Finance)</i>
11.2 Above Php50 Million	Usec (concerned) <i>*in the absence of the Usec (concerned), the Usec (Finance)</i> [for initial]	SOTr
12. Financial Accountability Reports (FAR)	Director (FMS) and Director (Comptrollership Service)	Asec/Usec (Finance)
13. SAOB, Status of Programmed Expenditure	Director (FMS) [for initial]	Asec/Usec (Finance)
14. Remittances of collection or income to BTr with letter to bank to debit the amount for direct remittance to BTr and DV for recording of transaction	Division Chief (Treasury Division)	Director (Comptrollership Service)
15. Advice of Checks Issued/LDDAP	Division Chief (Treasury Division) / Director (Comptrollership Service)	Director (Comptrollership Service) / Usec (Finance) <i>*in the absence of the Usec (Finance), the Usec (Administrative Service)</i>
16. Tax Remittance Advice	Division Chief (Treasury Division)	Director (Comptrollership Service)
VI. LEGAL MATTERS		
1. Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) [other than for Transfer of Funds] (e.g., Bilateral or multilateral agreements with government or private agencies, corporations, or organization as regards to cooperation and or mutual assistance for implementation of transportation projects, etc.)	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i> (as reviewed by the Usec (Legal))	SOTr/Usec (concerned) <i>*or designated official, if any</i>
2. Signing of Answer, Complaint, Verification, Certificate of Non-Forum Shopping, Comment, Motion, Position Paper and Pleading on cases pending before Judicial, Quasi-Judicial, Administrative Bodies (e.g, Commission on Audit (COA) [orders	Asec (Legal) <i>*in the absence of the Asec (Legal), the Director (Legal)</i>	Usec (Legal)

<p>Audit Observation Memoranda and Disallowances]; Civil Service Commission (CSC) [orders]; and Government Procurement Policy Board (GPPB) [issuances and directives]; Office of the Solicited General (OSG).</p> <p>(including Special Power of Attorney for Pre-Trial/Mediation)</p>		
<p>3. Issuance/signing of comment, aide memoire, position paper on draft bill/s and other legislative proposals, including Presidential issuances affecting the Department, its Sectoral Offices and Attached Agencies</p>	<p>Asec (Legal) <i>*in the absence of the Asec (Legal), the Director (Legal)</i></p>	<p>Usec (Legal)</p>
<p>4. Promulgation of Department issuances, rules, regulations affecting operations & activities in consultation with appropriate office/unit</p>	<p>Usec (Legal)</p>	<p>SOTr <i>*or designated official, if any</i></p>
<p>5. Promulgation/ confirmation of decision, resolution, order and other dispositions/issuances in Administrative complaint or cases</p>	<p>Director (ISLES) / Usec (Legal)</p>	<p>SOTr <i>*or designated official, if any</i></p>
<p>6. Issuance of decision, resolution, or order in non-disciplinary cases such as Protest and other personnel and non-disciplinary actions</p>	<p>Usec (Legal)</p>	<p>SOTr <i>*or designated official, if any</i></p>
<p>7. Issuance of Memorandum to Explain in disciplinary cases</p>	<p>Director (ISLES)</p>	<p>Usec (Legal) / Usec (Admin)</p>
<p>8. Issuance of Preventive Suspension in Administrative Disciplinary Cases in the DOTr-Central Office</p>	<p>Director (ISLES)</p>	<p>Usec (Legal) / Usec (Admin)</p>
<p>9. Signing of Formal Charges</p>	<p>Director (ISLES) / Usec (Legal)</p>	<p>SOTr <i>*or designated official, if any</i></p>
<p>10. Issuance of Notice of Preliminary Suspension of Private Emission Testing Centers (PETCs)</p>	<p>Head, PETC Monitoring Unit</p>	<p>Director (ISLES)</p>
<p>11. Court attendance with appearances, as counsel in collaboration with the OSG on cases affecting the Department</p>	<p>Asec (Legal) <i>*in the absence of the Asec (Legal), the Director (Legal)</i></p>	<p>Usec (Legal)</p>
<p>12. Rendering / issuance of Legal Opinion/disposition on legal queries</p>	<p>Asec (Legal) <i>*in the absence of the Asec (Legal), the Director (Legal)</i></p>	<p>Usec (Legal)</p>
<p>13. Issuance of Resolutions</p>	<p>Director (FRS) thru Usec (Legal)</p>	<p>SOTr <i>*or designated official, if any</i></p>

<p>14. Promulgation of Resolution involving Appeals from LTFRB decisions (Quasi-judicial functions of the Secretary)</p> <p>(including Appeal / Request for Reconsideration from orders, decisions, resolutions of other sectoral or attached agencies of the Department, when proper)</p>	<p>Asec (Legal) <i>*in the absence of the Asec (Legal), the Director (Legal)</i></p>	<p>Usec (Legal)</p>
<p>15. Review of Contracts</p>	<p>Asec (Legal) <i>*in the absence of the Asec (Legal), the Director (Legal)</i></p>	<p>Usec (Legal)</p>
<p>VII. OTHER MATTERS</p>		
<p>1. Issuance of Office Order</p>	<p>Asec (Administrative Service) <i>*in the absence of the Asec (Administrative Service), the Director (Administrative Service)</i></p>	<p>Usec (Administrative Service)</p>
<p>2. DOTr-MRT3 Matters (DV, Payroll, Operating Expenses)</p>	<p>GM (DOTr-MRT3)</p>	<p>Usec (Rail)</p>
<p>3. Right-of-Way and Site Acquisition Matters</p> <p>3.1 Approval of Resettlement Action Plan (RAP) and Cost Estimates</p>	<p>Usec (concerned), Usec (Legal), and Chairperson ROWSA <i>*in the absence of the Usec (concerned), the Asec (concerned)</i></p>	<p>SOTr</p>
<p>3.2 Memorandum of Agreement with Government Financial Institution (GFI) for Appraisal</p>	<p>Usec (Legal) and Chairperson ROWSA</p>	<p>Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i></p>
<p>3.3 Appraisal Report</p>		<p>Usec (concerned) and Chairperson ROWSA <i>*in the absence of the Usec (concerned), the Asec (concerned)</i></p>
<p>3.4 Notice of Taking and Request to Donate and/or Offer to Buy/Compensate</p>		<p>Chairperson ROWSA</p>
<p>3.5 Agreement to Demolish and Remove Improvements</p> <p>3.5.1 Up to Php50 Million</p>	<p>Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i></p>	<p>Usec (Legal)</p>
<p>3.5.2 Above Php50 Million</p>	<p>Usec (concerned), Usec (Legal), and Chairperson ROWSA <i>*in the absence of the Usec (concerned), the Asec (concerned)</i></p>	<p>SOTr</p>
<p>3.6 Memorandum of Agreement for lot and/structures and</p>		

improvement payment with encumbrance (lifting) 3.6.1 Up to Php50 Million	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	Usec (Legal)
3.6.2 Above Php50 Million	Usec (concerned), Usec (Legal), and Chairperson ROWSA <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	SOTr
3.7 Memorandum of Agreement for Transfer of Utilities	Usec (concerned), Usec (Legal), and Chairperson ROWSA <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	SOTr
3.8 Deed of Donation or Absolute Sale 3.8.1 Up to Php50 Million	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	Usec (Legal)
3.8.2 Above Php50 Million	Usec (concerned), Usec (Legal), and Chairperson ROWSA <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	SOTr
3.9 Memorandum of Agreement between DOTr and OSG for Legal Representation		Usec (concerned)/Usec (Legal) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>
3.10 Compromise Agreement (for pending Expropriation cases) 3.10.1 Up to Php50 Million	Usec (concerned) <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	Usec (Legal)
3.10.2 Above Php50 Million	Usec (concerned), Usec (Legal), and Chairperson ROWSA <i>*in the absence of the Usec (concerned), the Asec (concerned)</i>	SOTr
4. Approval of Request for the Issuance of Commemorative Car Plates	Asec (LTO)	Usec (Road) <i>*in the absence of the Usec (Road), the Asec (Road)</i>
5. Approval for the Use of low-numbered/Protocol License Plates	Asec (LTO)	Usec (Road) <i>*in the absence of the Usec (Road), the Asec (Road)</i>

This Department Order shall take effect immediately and shall supersede all previous Department Orders (i.e., DOs 2019-005, 2018-010 and 2017-007) regarding Delineation and Delegation of Functions in DOTr-Central Office and PMOs under the Department. Likewise, all Special Orders issued prior to the effectivity of this

Department Order which are inconsistent herewith shall be revoked and/or superseded, except the following:

1. **Special Order No. 2021-008** (*Designation of the Assistant Secretary for Project Implementation – Mindanao Cluster Eymard D. Eje to sign Requests for Donation re: Right-of-Way and Site Acquisition (“ROWSA”) Activities of the Mindanao Railway Project*);
2. **Special Order No. 2021-060** (*MRT-3 Project Management Office (“PMO”) Mandate, Organization Structure, and Levels of Authority [a.k.a Delegation/Delineation of Functions]*);
3. **Special Order No. 2021-114** (*Designation as Head of Procuring Entity, Approval and Recommending Approval for Programs, Activities, and Projects Bid Out by the PS-DBM for the Greenways Projects*);
4. **Special Order No. 2021-116** (*Designation as Head of Procuring Entity, Approval and Recommending Approval for Programs, Activities, and Projects Bid Out by the PS-DBM for the Davao High Priority Bus System Projects*); and
5. Existing Special Orders designating Officials as Designated Head of Procuring Entity (HoPE) for sectoral projects, activities and programs of the Department.


ARTHUR P. TUGADE

Secretary



DOT-OSEC OUTGOING 21-001267