



Republic of the Philippines
DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

DEPARTMENT ORDER NO. 026.2016
10 May 2016

**SUBJECT: DESIGNATION OF SIGNING AUTHORITY IN THE DEPARTMENT
OF FINANCE – OFFICE OF THE SECRETARY**

In the exigency of the service, the following administrative functions/ authorities shall be delegated and exercised by the following Officials of this Department, to wit:

I. Undersecretary Carlo A. Carag

1. Approval and signatory of:

1.1 Contracts and agreements entered into by the Department of Finance except for negotiated infrastructure contracts which shall be signed by the Secretary of Finance and two (2) Undersecretaries;

1.2 DOF Selection Board Resolutions;

2. Certification of appointment papers as Chairman of the DOF Selection Board that the appointee has been screened and found qualified by the DOF Selection Board.

II. Undersecretary Ma. Lourdes B. Recente

1. Approval and signatory of:

1.1 Travel authority (both official and personal) of officials and employees of this Department, including its bureaus and attached agencies, except Department Undersecretaries, Assistant Secretaries and Directors as well as Heads and Deputy Heads of Bureaus and Attached Agencies;

1.2 Appointments of personnel in the Department of Finance (Office of the Secretary) except those requiring Presidential appointments;

- 1.3 Office Order designating officer-in-charge (OIC) to discharge the duties and functions of the head of the divisions/office/group within the Department in the absence of its regular incumbent and which authorizes the OIC to receive the corresponding Representation and Transportation Allowances (RATA);
- 1.4 Department Personnel Orders for local travels and attendance in local seminars, workshops, and other training programs;
- 1.5 Employee resignations and/or requests for permission to transfer;
- 1.6 Return-to-Work Order and Dropping from the Rolls;
- 1.7 Communications addressed to the Department of Budget and Management and Civil Service Commission, particularly in all matters pertaining to personnel actions and plantilla of personnel;
- 1.8 Clearance of DOF officials and employees from money, property and other accountabilities;
- 1.9 Application for bonding of accountable officials and employees of this Department;
- 1.10 Statement of Management's Responsibility for Financial Statements
- 1.11 Disposal Committee Resolution
- 1.12 Inventory and Inspection Report of Unserviceable Property;
- 1.13 Requests for Notice of Cash Allocations;
- 1.14 Requests for Release of Funds for Accounts Payable;
- 1.15 List of Due and Demandable Accounts Payable;
- 1.16 Management's Actions on audit observations stipulated in the COA Annual Audit Report;
- 1.17 Quarterly Report of Major Final Output Forms A and B submitted to the DBM, House of Representatives, and Senate;
- 1.18 Letter request to Landbank in opening bank account(s) under the name of the Department of Finance;

1.19 Bidding forms and documents

III. Director Rommel S. Herrera

1. Approval and signatory of:

1.1 Disbursement vouchers for amounts in excess of Five Hundred Thousand Pesos (Php 500,000.00); and

1.2 Debit memo

2. Countersignatory of checks and Advice of Checks Issued and Cancelled (ACIC) for amounts in excess of Five Hundred Thousand Pesos (Php 500,000.00)

3. Advice to Debit Account (ADA) for amounts in excess of Five Hundred Thousand Pesos (Php 500,000.00)

4. Approval of all Purchase Orders/Job Orders

IV. Director Elsa P. Agustin

1. Countersignatory of checks and Advice of Checks Issued and Cancelled (ACIC) for amounts in excess of Five Hundred Thousand Pesos (Php 500,000.00) in the absence of Director Rommel S. Herrera;

2. Debit memo in the absence of Director Rommel S. Herrera;

3. Countersignatory of checks, Advice of Checks Issued and Cancelled (ACIC), and Advice to Debit Account (ADA) issued by the Department for Five Hundred Thousand Pesos (Php 500,000.00) and below

V. Director for Central Financial Management Ma. Lourdes V. Dedal

1. Approval and signatory of:

1.1 Requests for release of Notice of Cash Allocation and Statement of Monthly Allocation and Utilization;

1.2 Statement of Allotments, Obligations and Balances (SAOB) of the Department of Finance (Office of the Secretary);

- 1.3 Statement of Management's Responsibility for Financial Statements;
- 1.4 Disbursement vouchers for amounts Five Hundred Thousand Pesos (Php500,000.00) and below;
- 1.5 Certificate of Compensation/Payment/Tax Withheld (both officials and personnel);
- 1.6 Remittance reports to BIR, GSIS, HDMF, Philhealth and all other financial institutions;
- 1.7 Requests for salary, policy, housing and other types of loans from GSIS, HDMF and all other financial institutions;
- 1.8 Philhealth forms for availment of hospitalization benefits and reports on new employees;
- 1.9 HDMF Member Data Form;
- 1.10 PDMSG consolidated semi-annual Accomplishment Report
2. Recommends approval of Quarterly Reports of Major Final Output Forms A and B submitted to the DBM, House of Representatives and the Senate.
3. Alternate signatory for the following accountable forms/documents in the absence of Director Rommel S. Herrera and Director Elsa P. Agustin:
 - 3.1 Disbursement vouchers for amounts in excess of Five Hundred Thousand Pesos (Php 500,000.00);
 - 3.2 Countersignatory for checks, Advice of Checks Issued and Cancelled (ACIC) issued by the Department regardless of the amount;
 - 3.3 Advice to Debit Account (ADA) for amounts Five Hundred Thousand Pesos (Php 500,000.00) and below
 - 3.4 Debit memo

VI. Director for Central Administration Jennifer J. Tan

1. Approval and signatory of:

- 1.1 Requisition and Issue Slip/Request for Purchase/Service Quotation;
- 1.2 Application for Retirement Gratuity to GSIS;
- 1.3 Leave applications regardless of rank;
- 1.4 Report of waste materials;
- 1.5 Various administrative issuances for dissemination;
- 1.6 GSIS Membership Form of new DOF employees;
- 1.7 Communications relative to decisions of the Office of the Ombudsman;
- 1.8 Travel Authority, both official and personal, below the rank of Directors in the absence of Undersecretary Ma. Lourdes B. Recente;
- 1.9 Department Personnel Orders for local travel and attendance in local seminars, workshops, and other training programs in the absence of Undersecretary Ma. Lourdes B. Recente; and
2. Recommends approval of clearance of DOF officials and employees from money, property, and other accountabilities;
3. Recommends approval of bidding forms and documents;
4. Recommends approval of Disposal Committee Resolutions;
5. Certifies the following accountable forms and documents:
 - 5.1 Employment, Compensation and Benefits;
 - 5.2 Position Description Form;
 - 5.3 Service Record;
 - 5.4 Payroll and other claims for benefits;
 - 5.5 Last salary received of concerned personnel
 - 5.6 Accumulated leave credits

6. Alternate signatory for the following accountable forms/documents in the absence of Director Rommel S. Herrera, Director Elsa P. Agustin and Director Ma. Lourdes V. Dedal:

6.1 Disbursement vouchers regardless of the amount;

6.2 Counter signatory for checks issued and Advice of Checks Issued and Cancelled (ACIC) issued by the Department regardless of the amount;


6.3 Advice to Debit Account (ADA) for amounts Five Hundred Thousand Pesos (Php 500,000.00) and below;

6.4 Debit Memo.

For purposes of control, the above delegation of authorities shall cover all types of funds being administered by the DOF, whether general, special project or trust fund.

All orders, circulars, memoranda, issuances contrary to or inconsistent herewith are hereby revoked and/or modified, and all concerned shall be guided accordingly.

This Order shall take effect immediately.


CESAR V. PURISIMA
Secretary

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