



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)

No. 07

Series of 2001

SUBJECT : *AMENDMENT TO CHED MEMORANDUM ORDER (CMO) NO. 39, SERIES OF 1997 REGARDING THE "SIGNING AUTHORITY" FOR DOCUMENTATION OF HIGHER EDUCATION DEVELOPMENT FUND (HEDF) EXPENDITURES*

Pursuant to the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994" and in accordance with CHED Special Order (CSO) No. 01, series of 2001, and in the interest of the service, efficiency of operations, and Internal Control in the Management of the Higher Education Development Fund (HEDF), the signatories for Disbursement Vouchers, Purchase Orders, Job Orders, Checks, Requisitions, Travel Orders, Certificate of Acceptance, etc., are as follows:

I. For Administrative Cost

A. On Disbursement Voucher

For Box "A"

Principal

Alternate

For salaries & allowances; rental;
Purchases of supplies and services;
Procurement of office equipment,
Furniture & fixture, motor vehicles;
and remittance to BIR of taxes
withheld

- Comm. Manuel D. Punzal

FC-IV, HEDF

For Box "B"

- Chief Accountant, HEDF

For Box "C"

- Chairman

B. On Purchase Order/Job Order

Availability of Fund

- Chief Accountant, HEDF

Recommending Approval

- Comm. Manuel D. Punzal

Approval

- Chairman

II. For Project Related Expenditures; Includes
Purchase of Supplies & Materials, Procurement
of Equipment, Furniture & Fixtures, Contracts,
MOAs, Fund Transfers, Cash Advances, TEVs, etc.

A. On Disbursement Voucher

Ceiling

Principal

Alternate

Box "A"

- Project Director, CHED

Asst. Proj. Dir.

Box "B"

- Chief Accountant, HEDF

Box "C" Up to P500T

- Comm. Manuel D. Punzal

Above P500T

- Chairman

B. On Purchase Order/Job Order

Availability of Funds
Recommending Approval
Approval: Up to P500T
Above P500T

Principal

- Chief, Accountant, HEDF
- Project Director, CHED
- Comm. Manuel D. Punzal
- Chairman

Alternate

Asst. Proj. Dir.

III. On Checks

Ceiling

Up to P200T
Above P200T

Signing

- Cashier III
- Comm. Manuel D. Punzal

Counter-Signing

Comm. Manuel D. Punzal
Chairman

IV. On RIVs

Certification
Approval

- Director of Office/Project Concerned, CHED
- Chairman

V. On Certificate of Acceptance

Supplies, Equipment, Furniture & Fixtures
& Services (for Purchases/Procurement
made by HEDF)

- FC III, HEDF

Supplies, Equipment, Furniture &
Fixtures & Services (for Purchases/
Procurement made by Project
Centers/Units)

- Director of Office/Project
Concerned or designated
Alternate

Pasig City, Philippines, January 30, 2001


ESTER A. GARCIA
Chairperson