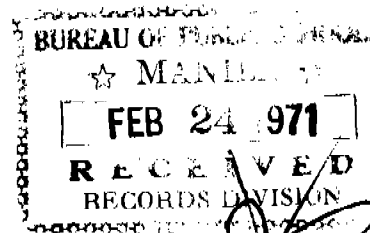


REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
Department of Education
Manila



TANGGAPAN NG KALIHIM
Office of the Secretary

February 18, 1971

DEPARTMENT ORDER
No. 2 ,s. 1971

DELEGATION OF AUTHORITY ON ADMINISTRATIVE
ACTIONS TO CHIEF OF BUREAUS AND OFFICES

To All Bureau Directors
And Heads of Offices:

For your information and guidance, there is enclosed here-
with a copy of Executive Order No. 284, entitled "DELEGATING
AUTHORITY ON ADMINISTRATIVE ACTIONS IN THE EXECUTIVE BRANCH OF
THE GOVERNMENT."

All papers relative to personnel and supply matters which
have been delegated to Bureau Directors should be acted upon
by them in accordance with existing regulations effective im-
mediately. Supplementary regulations on these delegations of
authority will be issued from time to time as the need arises.
The Committee to determine what action on other substantive
matters shall be delegated to the Undersecretary, Chiefs of
Bureaus, heads of regional offices, and other key officials
is under consideration by this Office.

(SGD.) JUAN L. MANUEL
Acting Secretary

Incl.:
As stated.

Department Secretaries and other officials required to delegate authority under this Executive Order are directed to promulgate such guides and standards as may be necessary to carry out the delegations and to prevent abuses in discharging delegated functions. The delegatee and the delegator shall both be accountable for the proper performance of the delegated functions.

To enable regional directors to discharge functions delegated to them, they shall prepare and submit regional budget estimates for inclusion in the agency budget, exercise authority on matters relating to budget execution, particularly on disbursement of funds, exercise budgetary control over authorized appropriations for the region, and control and direct program implementation in the regional area in accordance with approved operating budgets.

Each department head is hereby directed to establish a committee to be composed, among others, of representatives from bureau directors and chiefs of regional offices, determine what action on substantive matters shall be delegated to the undersecretary, chiefs of bureaus, and heads of regional offices, and other key officials. For this purpose, substantive matters refer to operating activities directly related to the attainment of the objectives of the agency. The technical staff of the Commission on Reorganization may be consulted for assistance.

Upon determination of the actions to be delegated each department head shall issue the appropriate directives on the delegated authority. Copies of the directives issued on delegation of authority should be furnished the Office of the President not later than November 30, 1971.

For purposes of this Executive Order, agencies under the Office of the President are deemed to be bureaus except those the heads of which have been conferred the rank of Department Secretary.

The provisions of Executive Order No. 70, dated May 28, 1967 as amended by Executive Order No. 218, dated March 21, 1970 and all other orders and rules and regulations in conflict herewith are hereby modified or repealed accordingly.

Done in the City of Manila, this 19th day of January, in the year of Our Lord, nineteen hundred and seventy-one.

(SGD.) FERDINAND E. MARCOS
President of the Philippines

By the President:

(SGD.) ALEJANDRO MELCHOR
Executive Secretary

EX. ORDER NO. 284

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MALACAÑANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 284

DELEGATING AUTHORITY ON ADMINISTRATIVE ACTIONS IN THE EXECUTIVE BRANCH OF THE
GOVERNMENT

In order to effect greater efficiency and effectiveness in the conduct of governmental transactions, and provide operating agencies delegation of authority on an effective and reasonably uniform basis, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order the following delegations of authority on administrative actions as indicated hereunder:

| <u>Function</u> | <u>Official Legally Authorized to Perform Function</u> | <u>Official to Whom Delegation is Made</u> |
|---|---|--|
| A. PERSONNEL MATTERS | | |
| 1. Applications for permission to teach or exercise a profession | Department Secretary (Sec. 12, Rule XVIII, CS-Rules, 1962) | Bureau Directors or Regional Directors, as the case may be, who shall act for the Department Secretary |
| 2. Approval of commutation of vacation and sick leave (including maternity leave). | Department Secretary (Secs. 2, 12, & 26 Rule XVI, Revised CS Rules, 1962) | Bureau Directors or Regional Directors, as the case may be, who shall act for the Department Secretary |
| 3. Approval of leave without pay in excess of sixty (60) days but not beyond one (1) year. | Department Secretary (Sec. 30, Rule XVI Revised CS Rules, 1962) | Bureau Directors or Regional Directors, as the case may be, who shall act for the Department Secretary |
| B. SUPPLY MATTERS | | |
| 1. Matters relative to negotiated contracts for services or for furnishing supplies materials and equipment to the government involving an amount of P50,000.00 or less. | Department Secretary (E.O. 298, s. 1940 as amended by E.O. 40, s. 1963) | Bureau Directors or Regional Directors, as the case may be, who shall act for the Department Secretary |
| 2. Contracts wherein the government is required to pay for services not yet rendered and/or for supplies and materials not delivered where the contract amount is P50,000.00 or less. | Department Secretary (E.O. 70, s. 1967), as amended by E. O. 218 s. 1970) | Bureau Directors or Regional Directors, as the case may be, who shall act for the Department Secretary |

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