

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

February 4, 1985

MECS O R D E R
No. 13, s. 1985

SIGNATURE ON CORRESPONDENCE AND FINANCIAL MATTERS

To: Deputy Ministers
Assistant Secretaries
Bureau Directors
Regional Directors
Cultural Agency Directors
Chief of Service and Heads of Units/Centers
Vocational School Superintendents/Administrators
Head Executive Assistant
Chiefs of Divisions

1. The authorized signature on correspondence and financial matters emanating from the Central Office of this Ministry are outlined in this Order. It shall be understood that the authorized signature shall observe established Ministry policy and that in case of doubt or where policy is unclear, the matter should be forwarded to the Minister.

A. To be Signed by the Minister:

1. All official correspondence addressed to the following officials: The President of the Philippines, the Prime Minister, the Ministry Heads and other officials of the same rank, the Assemblymen, the Chief Justice and Justices of the Supreme Court, the Presiding Justice and Associate Justices of the Court of Appeals.
2. All correspondence requiring policy decisions.
3. All official correspondence which, under the laws and existing rules and regulations, require the signature of the Ministry Head.
4. Ministry orders, memoranda and other instructions which affect the bureaus and offices under the Ministry.
5. Recommendations for appointments to career executive service positions and other positions appointment to which is vested in the President.
6. Authority to travel of CESOs as well as domestic travel on official business of other officials and employees exceeding thirty (30) days but not more than three months exclusive of travel time.

7. Recommendation to the President for travel of officials for more than three months.
8. Appointments, assignments, transfers, details, separations, retirements, reinstatements, and leaves of absence of division chiefs in the Central and regional offices, schools division superintendents, vocational school superintendents, assistant schools division superintendents, and other positions of equivalent rank.
9. Acceptance of resignation of officials mentioned in A(8) above.
10. Order of suspension of subordinate officials and employees in A(8) above and confirmation of recommendations for dismissal or separation from the service of officials and employees.
11. Approval of leaves of absence of CESOs.
12. Permits and revocation of permits of private schools, colleges and universities.
13. Matters related to tuition and other needed fees and policies involving private schools, colleges and universities, except as otherwise delegated.
14. Decisions on protest cases and administrative cases.
15. Recognitions and revocation of recognitions of private schools, colleges and universities.
16. Grant of university status to private colleges.
17. Grant of honoris causa degrees.
18. Approval of national-level seminars and workshops.
19. Papers on financial transactions as follows:
 - a. Programs of Expenditures and Financial and Work Plan and Request for Obligation of Allotment in excess of P150,000.
 - b. Cash Disbursement Ceilings in excess of P100,000.
 - c. Approval of sub-allotment advice.
 - d. Certificate No. 5 of disbursement vouchers in excess of P150,000.
 - e. Request for agency fiscal service for amounts in excess of P150,000 re GOP contribution to international organizations like SEAMES.

- f. Certificate No. 3 of General Vouchers covering settlement of obligations incurred by staff bureaus, staff services and special units in excess of ₱150,000.
- g. Countersigns IV and TCAA checks for amounts in excess of ₱150,000.
- h. Travel expense vouchers for foreign and domestic travels lasting more than thirty (30) days but not more than three (3) months.
- i. Contracts for goods and services costing more than ₱100,000.
- j. Memoranda of agreement between or among MECS and other agencies of government or private entities involving any amount where signatories of such agreements are of cabinet rank.

20. Nominations for scholarships/fellowships abroad.

DEPUTIES (To sign for the Minister of Education, Culture and Sports)

B. Deputy Minister (In charge of EDIMC, Foreign-Assisted Projects, Bureaus of Elementary Education, Secondary Education, Vocational-Technical, School Health and Nutrition, Population Education.)

1. Papers on financial transactions as follows:

- a. Program of Expenditures of regional officials and the MECS proper, upon recommendation of the Assistant Secretary for Administrative Services and the Assistant Secretary for Finance and Management, not exceeding ₱150,000.
- b. Certificate No. 3 of General Vouchers and Certificate No. 5 of Disbursement Vouchers covering settlement of obligations incurred by staff bureaus, staff services and units in excess of ₱30,000 but not over ₱150,000.
- c. Approval of Cash Disbursement Ceiling Advices for regional offices not exceeding ₱100,000 upon recommendation of the Assistant Secretary for Finance and Management.
- d. Memoranda of agreement between or among MECS and other government agencies or private entities involving amounts not exceeding ₱50,000 and where signatories of such agreements are officials of sub-cabinet rank.
- e. Financial and Work Plan and Requests for Obligation of Allotment in excess of ₱50,000 but not more than ₱150,000.

- f. Signature on TCAA checks and treasury warrants in excess of P30,000.
 - g. Countersignature on TCAA checks and TWs in excess of P10,000 but not more than P150,000.
2. TEV for more than five days but not exceeding 30 days.
 3. Designation of subordinate employees as Special Disbursing Officer.
 4. Approval of request for overtime service for MECS Central Office employees.
 5. Recommendation for special programs and projects in elementary education, secondary education, vocational-technical, school health and nutrition, and population education.
 6. Plantilla of personnel.
 7. All correspondence related to implementation of special projects in areas mentioned in 5.
 8. Matters related to implementation of existing agreements with other agencies where the Minister is a contracting party.
 9. Memoranda of Agreement between or among MECS and **other** government agencies or private entities involving financial amounts.
 10. Communications to committees, boards, or commissions where he sits as member or as the Minister's representative.
 11. All other official correspondence which might be delegated by the Minister.
- C. Deputy Minister (In charge of Student Affairs, Bureau of Continuing Education, National Scholarship and Student Assistance Center)
1. All correspondence pertaining to Non-Formal/Continuing Education except policy matters.
 2. Corrections of names and dates of birth of students.
 3. Communications to committees, boards, or commissions where he sits as member or as the Minister's representative.
 4. Communication on implementation of policy related to student affairs such as student organizations, publications and other student activities.

5. Recommendations on student scholarship and student assistance.
 6. All other official correspondence which might be delegated by the Minister.
- D. Deputy Minister (In charge of matters with regional components, Planning and Sports)
1. Approval of work plans in implementation of approved programs and projects.
 2. Communications to committees, boards, or commissions where he sits as member or as the Minister's representative.
 3. Recommendation on policy related to sports programs and activities.
 4. Recommendation on matters affecting regions such as financial matters, personnel actions, and special projects.
 5. Recommendations on legal and security matters.
 6. All other official correspondence which might be delegated by the Minister.
- E. Deputy Minister (In charge of relationships with international organizations, private schools, colleges and universities, Higher Education and the National Educational Testing Center)
1. Communications to committees, boards, or commissions where he sits as member or as the Minister's representative.
 2. Recommendations to the Minister for policy related to national college entrance examination, the Philippine Educational Placement Test and related matters.
 3. Authentication of documents on the completion of post-secondary and degree courses.
 4. Recommendations on international relations and activities.
 5. Recommendation for special programs, projects or activities in private schools, colleges and universities.
 6. All other official correspondence which might be delegated by the Minister.

F. Deputy Minister (In charge of Personnel and Related Matters)

1. Appointments, assignments, transfers, details, separations, retirements, reinstatements, and leaves of absence of all Level II positions in the MECS proper and in regional offices, except those specified in A(8) above and those delegated to regional directors or schools division superintendents.
2. Confirmation of resignation of all employees other than those mentioned in A(8).
3. Approval of detail of all employees except those mentioned in A(8).
4. Authority to travel of officials (except CESOs) and employees exceeding a period of five (5) days, but not more than 30 days exclusive of travel time.
5. Approval of local scholarship, study grants for MECS personnel.
6. Approval of permission to engage in private business, to teach in private schools, of officials and employees below CESO level, in all bureaus and offices under the Ministry of Education, Culture and Sports.
7. Approval of leaves of absence with or without pay of assistant division chiefs and up, except CESOs.
8. Recommendation for authority to travel abroad of MECS employees and nominations for foreign fellowship.
9. Approval of study leave with pay of officials and employees in the MECS proper.
10. Recommendations for correction of names and dates of birth of Civil Service employees. (Note: Deputy Minister will recommend (for the Minister) if MECS is not final authority to correct names and date of birth of C.S. employees).
11. Committee decision on protest cases.
12. Communications to committees, boards, or commissions where he sits as member or as the Minister's representative.
13. Request for reclassification or conversion of positions.
14. Approval of commutation of the money value of employee's leave as well as leave credits upon retirement of an employee.

15. Transmittal of approved appointments of CESOs.
 16. Approval of hiring of contractual and casual employees, subject to prior written clearance from the Minister.
 17. All communications relative to the implementation of approved staff development and training programs on the national level.
 18. Replies to queries, endorsements, etc. related to implementation of policies or regulations on personnel or staff development.
 19. Traveling expense vouchers for domestic travel not exceeding five (5) days of officials below CESO level.
 20. Policy recommendations on property management.
 21. All other official correspondence which might be delegated by the Minister.
- G. To be Signed by the Assistant Secretary (for administration and administrative service in accordance with internal arrangement) (To sign: For the Minister of Education, Culture and Sports)
1. Authority for local travel on official business of officials and employees below CESO level for a period not exceeding five (5) days exclusive of travel time.
 2. Leaves of absence of MECS Central Office Level II officials below assistant division chiefs.
 3. Request for transfer of properties from foreign countries or agencies.
 4. Request for exemption from payment of custom duties.
 5. Approval of request for transfer, without cost, of government properties.
 6. Recommendation for repairs of equipment and/or vehicles.
 7. Urgent matters in the absence of any of the three other assistant secretaries.
 8. Initials appointments, assignments, transfers, details, separations, retirements and reinstatements of all Level I positions in the MECS proper (including casual employees).
 9. Initials Certification and Position Description Form that accompanies appointments of MECS proper officials and employees.

10. Referral or routine communication on administrative matters.
 11. Request for condemnation of unserviceable government property.
 12. Inventories.
 13. Transmittal of request for transfer of MECS Central Office employees to other government offices.
 14. Signs as recommending official, all appointments of officials and employees in his service.
 15. Certificate No. 3 of the Disbursement Voucher covering payment of obligations for supplies/materials/equipment, etc.
 16. Full signature on the following:
 - a. All matters pertaining to procurement for the approval of higher officials.
 - b. Matters relative to negotiated contracts for services or for furnishing supplies, materials and equipment for approval, by either the Deputy Minister or the Minister.
 - c. Contracts for hauling and trucking services and purchase orders as well as Memoranda of Agreement among MECS agencies or between MECS and other government agencies or private entities.
 - d. All commutation of money value of leave credits of employees.
 17. Matters pertaining to or emanating from the Special Action and Public Assistance Unit.
 18. Other matters delegated by the Minister and/or the Deputy Minister.
- H. To be Signed by the Assistant Secretary for Finance and Management (To sign: For the Minister of Education, Culture and Sports)
1. Referrals of routine financial matters.
 2. Recommendation for approval of the Deputy Minister of Programs of Expenditures of MECS and regional offices.
 3. Recommendation for all appointments of officials and employees in the Financial and Management Service.

4. Papers on financial transactions such as the following:
 - a. Recommendation of Sub-Cash Disbursement Ceiling Advices for regional offices.
 - b. Requests for Obligations of Allotment of not more than ₱50,000.
 - c. Signs Treasury Warrant B and Treasury Checks in payment of financial obligation in excess of ₱5,000 but not more than ₱30,000.
 - d. Countersigns agency TCAA checks and treasury warrants not exceeding ₱10,000.
 - e. In the absence of the Deputy Minister, Treasury Warrants "B" and Treasury Checks in payment of obligations in excess of ₱5,000 but not more than ₱50,000.
 - f. Financial and Work Plan and Request for Allotments and Special Budgets covering amounts of ₱50,000 and below.
 - g. Vouchers of previously approved transactions not exceeding ₱30,000.
 - h. Approval of Ministry Central Office payrolls/vouchers, payrolls, stipends, book allowances pertaining to MECS scholars, review fees, other related allowances and travel vouchers, cash advances each involving amounts not more than ₱30,000.
 5. Urgent matters in the absence of any of the three other assistant secretaries.
 6. Initials for approval by the Minister and/or Deputy Minister, vouchers covering the settlement of obligations incurred by staff services, staff bureaus, and special units.
 7. Other matters delegated by the Minister and/or the Deputy Ministers.
- I. To be Signed by the Assistant Secretary (for planning by internal arrangement) (To sign for the Minister of Education, Culture and Sports)
1. Plans and programs for the Ministry of Education, Culture and Sports.
 2. Correspondence related to work plans and programs for submission to other offices.
 3. Correspondence related to planning and related matters.

4. Replies to queries from the field related to plans, programs, school buildings and other related problems.
5. Other matters that may be delegated by the Minister or the Deputy Ministers.

J. To be Signed by Bureau Directors and Heads of Units directly Under the Minister.

1. All correspondence relating to implementation of policy at their respective levels.
2. Correspondence relative to the implementation of programs/projects at their respective levels.
3. Correspondence concerning faculty-staff development.
4. Correspondence relative to evaluation of programs/projects.
5. Correspondence pertaining to development of educational standards.
6. Correspondence relative to curriculum development not requiring policy decisions.
7. Other matters referred to them by the Minister for appropriate action.
8. Approval of payrolls for regular and casual employees of their respective offices.
9. Request for Obligation of Allotment (ROA) chargeable to their respective bureaus.
10. Correspondence and other transactions as provided for in Memorandum of Agreements with local or foreign agencies or organizations.

K. To be Signed by the Director of Teachers Camp

1. All correspondence relating to the use of Camp facilities and operations, except policy decisions.
2. Request for Obligation of Allotment (ROA) chargeable against Camp funds.
3. Approval of payrolls and vouchers for salaries and approved travel of camp officials.
4. Approval of purchase orders, requisition and issue vouchers (RIV) where the amount is P20,000 or less.
5. Countersign TCAA checks in payment of obligations drawn from Camp funds.
6. Checks drawn from its Revolving Fund in payment of incurred obligations and to be countersigned by the COA resident auditor in the Camp, as provided for by the special provisions of the Appropriations Act.

7. Recommends for the approval of higher authority:
 - a. Authority to travel of Camp personnel
 - b. Personnel matters such as leave of absence
 - c. Appointment of regular and casual employees
 - d. Work programs and projects
8. Other matters as may be delegated by the Minister and the Deputy Ministers.

L. To be Signed by the Head Executive Assistant (To sign for the Minister of Education, Culture and Sports)

1. Replies to inquiries relative to cultural matters.
2. Replies to foreign applicants for employment.
3. Other matters as may be delegated by the Minister, the Deputy Ministers and/or the Assistant Secretaries.

M. To be Signed by the Chief, Personnel Division

1. All payrolls and vouchers for personal services shall pass the Personnel Division for verification. In addition, the Chief of Personnel Division shall sign:
 - a. Certificate No. 3 of Disbursement Voucher covering settlement of obligations for personal services.
 - b. Certificate of service records/employment of all officials and employees.
 - c. Certificates of appearance of all officials and employees traveling to Manila.
 - d. Advice of payment of salaries of officials and employees.
 - e. Leaves of absence of all Level I employees not exceeding sixty (60) days.
 - f. Routine communications involving personnel matters.

N. To be Signed by the Cashier III

1. Agency treasury checks not exceeding P5,000. (In his absence, Cashier II is authorized to sign this.)
2. Advice of countersigned treasury checks.

2. This Order rescinds Office Order dated February 24, 1984, on the same subject.

(SGD.) JAIME C. LAYA
Minister

Reference:

Office Order: (dated February 24, 1984)

Allotment: 1-2--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
CHANGE
CORRESPONDENCE
LEAVES
OFFICIALS
PERMIT
POLICY
RULES & REGULATIONS
TRAVEL