

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

August 12, 1985

MECS ORDER  
No. 47, s. 1985

AMENDING MECS ORDER NO. 13, s. 1985  
(SIGNATURE ON CORRESPONDENCE AND FINANCIAL MATTERS)

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

1. To improve the distribution of responsibilities in the MECS Central Office, the following amendments of MECS Order No. 13, s. 1985 are hereby announced:

I. Letter A, No. 19 (g); Letter B, No. 1 (b, f and g); Letter H, No. 4 (c, d and e), Letter N, Nos. 1 and 2, of MECS Order No. 13, s. 1985 should read as follows:

A. The Minister

No. 19 (g): Countersigns treasury warrants and TCAA checks for amounts in excess of ₱50,000.

B. The Deputy Minister (In-Charge of PDIMO, BEE, etc.):

No. 1 (b) : Certificate No. 3 of General Vouchers and Certificate No. 5 of Disbursement Vouchers covering settlement of obligations in excess of ₱50,000 but not over ₱150,000.

No. 1 (f) : Signs warrants and TCAA checks in excess of ₱50,000.

No. 1 (g) : Countersigns treasury warrants and TCAA checks in excess of ₱5,000 but not more than ₱50,000.

H. The Assistant Secretary for Finance and Management:

No. 4 (c) : Signs treasury warrants and TCAA checks in payment of financial obligations in excess of ₱5,000 but not more than ₱50,000.

No. 4 (d) : Countersigns TCAA checks and treasury warrants not exceeding ₱5,000.

No. 4 (e) : Deletion of the entire original statement; instead, the following authority is delegated: "Signs the Advice of Countersigned treasury warrants and TCAA checks."

N. The Cashier III:

- No. 1 : Signs treasury warrants and TCAA checks not in excess of P5,000. (In his absence, Cashier II is authorized to sign this).
- No. 2 : Initials or certifies Advice of Treasury warrants and TCAA checks. (In his absence, Cashier II is authorized to do this).

II. In addition to the duties under the aforementioned Order, the following duties are assigned to the Deputy Minister as indicated below:

A. Deputy Minister (In charge of matters with regional components, Planning and Sports)

1. Signs letter indorsements to SEC regarding Articles of Incorporation and By-Laws
2. Signs communications/indorsements to Regional Directors or Division Superintendents regarding complaints on personnel and official matters
3. Approves requests for change or correction of names in all student records

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

In case the Deputy Minister in charge of PDIMO, BEE, etc. is out of town:

1. Signs treasury warrants and TCAA checks in excess of P50,000.
2. Countersigns treasury warrants and TCAA checks in excess of P5,000 but not more than P50,000.
3. Approves the plantilla of personnel
4. Approves TEV for more than five days but not to exceed 30 days
5. Approves payrolls
6. Signs certificate No. 3 of General Vouchers and certificate No. 5 of Disbursement Vouchers particularly for salaries, terminal leaves (vacation and sick leave), retirement and cash advance in excess of P30,000 but not over P150,000.

III. To be signed by the Ministry Chief Accountant or in her absence,  
the Ministry Asst. Chief Accountant:

1. Certifies availability of funds; Request of Obligation of Allotment (ROA); Sub-Allotment Advice (S.A.A.); Requisition and Issue Voucher (RIV); Request to Fiscal Agency; Appointments; Purchase Orders (P.O.); Disbursement Vouchers; Payrolls and other related matters.
  2. Certificate No. 3 of Stock Issue and Charge Receipt; as Witness to Contracts; and Forms 133 and 144.
2. Any provisions of MECS Order No. 13, s. 1985 inconsistent herewith are hereby modified.

(SGD.) JAIME C. LAYA  
Minister

Reference:

MECS Order: (No. 13, s. 1985) and Office Order dated February 24, 1984

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

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

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