

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig City

October 11, 1995

DECS ORDER
No. 80, s. 1995

GRANTING FISCAL AUTHORITY TO STAFF BUREAUS AND CENTERS

To: Undersecretaries and Assistant Secretaries
Regional Directors
Schools Superintendents
Staff Bureaus, Centers and Service Directors

GRANTING FISCAL AUTHORITY TO STAFF BUREAUS AND CENTERS

1. In order to implement further deconcentration of authority from the Office of the Secretary and achieve greater effectiveness and efficiency in the conduct of operations of the staff bureaus and centers, fiscal authority is hereby granted in accordance with the following prescribed guidelines:

1.1 Authority to approve vouchers and countersign checks in amounts not exceeding Two Hundred Fifty Thousand Pesos (P250,000.00) is hereby granted; provided that no limit shall be imposed for payroll vouchers and checks; and provided further that fiscal authority previously granted for approvals in excess of P250,000.00 shall remain in force.

1.2 The following prerequisites must be observed for disbursements other than payroll:

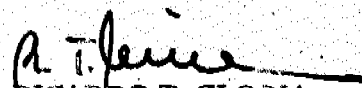
i. Prior approval of proposed budget (use Enclosure A or "Request for Budget Approval Form") to implement the various programs and projects indicated in the Annual Work and Financial Plan in accordance with prescribed guidelines (see Enclosure B or "Guidelines for Implementing Annual Work and Financial Plan of Staff Bureaus and Centers).

ii. Compliance with accounting, auditing and other applicable laws/rules for the procurement of services, supplies, materials and equipment or certification of exemption where applicable.

iii. Prior approval for local and foreign travels.

2. For this purpose, fiscal authority is granted to the Head of Office or Director IV of the staff bureaus and Director III of the centers with their respective assistants as alternates. As usual, the accounting and cash work for the staff bureaus and centers in accordance with this Order shall be provided by the Accounting and Cash Divisions, respectively.

3. For immediate compliance.


RICARDO T. GLORIA
Secretary

Incl. As stated
Reference: None
Allotment: 1-2--(M.O. 1-87)
To be indicated in the Perpetual Index
under the following subjects:

Enclosure A

REQUEST FOR BUDGET APPROVAL FORM

(Name of Staff Bureau or Center)

As indicated in the Approved Annual Work and Financial Plan for Yr. _____ (copy enclosed), I am requesting approval to implement the following program/project:

1. Description of program/project.

To be held on : _____ at : _____

2. Objective/s of program/project.

3. Program/project achievement indicator.

5. Target Audience (Participants).
(Who and how many) Use separate sheet, if necessary.

6. Secretariat and Staff Support Services Required. Include Organizing Committee.
(Who and how many) Use separate sheet, if necessary.

7. Resource Persons/Consultants/Lecturers/Facilitators
(List names and expertise) Use separate sheet, if necessary.

A. DECS

- 1. _____
- 2. _____
- 3. _____

B. NON DECS

- 1. _____
- 2. _____
- 3. _____

8. BUDGET PROPOSAL:

A. ESTIMATED EXPENDITURES AND CHARGEABILITY

Chargeable to	OSEC FUNDS	LOCAL FUNDS
Transportation & Travel	_____	_____
Meals & Accommodations	_____	_____
Per Diems	_____	_____
Supplies & Materials	_____	_____
Honorarium	_____	_____
Other Expenses:	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____

B. ESTIMATED REGISTRATION FEES TO BE COLLECTED

Proposed registration fee per participant P _____
 X no. of paying participants _____
 Total Registration Fees P _____

C. EXCESS OF EXPENDITURES OVER REGISTRATION P _____
 (Or excess of registration over expenditures)

9. PROPOSED DISPOSITION OF ITEM C.

10. CERTIFICATION.

I certify that the above-described program/project for which I request budget approval is included in the Approved Annual Work and Financial Plan of this Office and that funds have been made available for the purpose. I further certify that the budget proposal conforms with all applicable rules and regulations including those of COA, DBM and CSC on allowable rates of expenditures and registration. A report of the conclusions of the program/project together with a liquidation of expenditures shall be submitted not later than 30 calendar days from the completion of this activity.

REQUESTED BY:

 (Name in Print and Signature)

APPROVED BY:

 Date: _____

Enclosure B

**GUIDELINES FOR IMPLEMENTING
ANNUAL WORK AND FINANCIAL PLAN
OF STAFF BUREAUS AND CENTERS**

1. Prepare budget proposal for each activity indicated in the Annual Work and Financial Plan, using "Request for Budget Approval Form" (RBAF), for which the following levels of authority shall be observed:
 - 1.1 For budgets not exceeding One Hundred Thousand Pesos (P100,000.00), approval shall be made by the Head of Office or Director IV of the Staff Bureaus and Director III of the Centers.
 - 1.2 For budgets exceeding One Hundred Thousand Pesos (P100,000.00) but not exceeding Two Hundred Fifty Thousand Pesos (P250,000.00), approval shall be made by the appropriate Undersecretary.
 - 1.3 For budgets exceeding Two Hundred Fifty Thousand Pesos (P250,000.00) approval shall be made by the Secretary.
2. Prepare cash vouchers and checks for appropriate approval and countersignature as indicated in Item 1.1 of DECS Order No. _____ s. 1995
3. Submit liquidation of expenditures not later than thirty (30) calendar days after the conduct of activity.