



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

26 January 2012

DEPARTMENT ORDER NO. 2012-03

Subject : REVISED DELINEATION/DELEGATION OF FUNCTIONS/AUTHORITIES IN THE DOTC-MRT3

In the exigency of best interest of the service and consistent with the DOTC – Central Office Department Order no. 2011-38, the revised delineation and/or delegation of authorities for the DOTC-MRT3 are hereby issued for the guidance of all concerned.

NATURE OF TRANSACTION	RECOMMENDING	APPROVAL
I. Human Resources		
1. Authority to hire/fill-up vacant positions including promotion		
1.1. Career Positions 1.1.1. Directors IV and V 1.1.2. Division Chief (SG 24) 1.1.3. SG 1-22 1.2. Non-Career Positions (Contractual Positions, SG 1-23)	SEC USEC (O) DC (Concerned) DOTC-MRT3 HPTB	PRES SEC Director V (GM) Director V (GM)
2. Signing/Approval of Appointments and Renewal of Contracts		
2.1. Career Positions 2.1.1. Directors IV and V 2.1.2. Division and Section Chiefs (SG 22-24) 2.1.3. SG 1-20 2.2. Non-Career Positions (Contractual Positions, SG 1-23)	3 rd Level PSB/SEC DOTC-CO PSB DOTC-MRT3 HPTB DOTC-MRT3 HPTB	PRES SEC Director V (GM) Director V (GM)
3. Authority to Transfer/Acceptance of Resignation/Dropping from the Rolls		
3.1. Career Positions 3.1.1. Directors IV and V 3.1.2. Division and Section Chiefs (SG 22-24) 3.1.3. SG 1-20 3.2. Non-Career Positions (Contractual Positions, SG 1-23)	SEC Director V (GM) DC (AD) DC (AD)	PRES SEC Director V (GM) Director V (GM)

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NATURE OF TRANSACTION	RECOMMENDING	APPROVAL
4. Return to Mother Unit/Recall Order/ Reassignment/Detail Assignment (Reassignment and Detail must be covered by a Special Order and Conformity Slip)		
4.1. Career Positions 4.1.1. Directors IV and V 4.1.2. Division and Section Chiefs (SG 22-24) 4.1.3. SG 1-20 4.2. Non-Career Positions (Contractual Positions, SG 1-23)	USEC (O) USEC (O) Director IV/ DC (concerned) Director IV DC (Concerned)	SEC SEC Director V (GM) Director V (GM)
5. Notice of Expiration/ Termination of Appointment (when applicable and necessary)		
5.1. Career Positions 5.1.1. Directors IV and V 5.1.2. Division and Section Chiefs (SG 22-24) 5.1.3. SG 1-20 5.1. Non-Career Positions (Contractual Positions, SG 1-23)	USEC (O) USEC (O) Director IV Director IV	SEC SEC Director V (GM) Director V (GM)
6. Designation of Officer-in-Charge (covered by a Special Order)		
6.1. Directors IV and V 6.2. SG 1-24	USEC (O) Director IV	SEC Director V (GM)
7. Permission to Teach/ Grant of Study Leave		
7.1. Directors IV and V 7.2. All other permanent and contractual positions (SG 1-24)	USEC (O) Director IV	SEC Director V (GM)
8. Notice of Salary Adjustment/ Step Increment		
8.1. Director V 8.2. Director IV, Division Chief, Section Chief (permanent and contractual) 8.3. All other permanent and contractual employees (SG 1-20)	USEC (O) Director IV DC (AD)	SEC Director V (GM) Director IV
9. Leave Application (except Rehabilitation Leave and Magna Carta for Women)		
9.1. Director V 9.2. Director IV 9.3. Division Chiefs 9.4. Section Chiefs 9.5. All other permanent and contractual positions (SG 1-20)	USEC (O) DC (AD) Director IV SC (Concerned)	SEC Director V (GM) Director V (GM) DC (Concerned) DC (Concerned)

NATURE OF TRANSACTION	RECOMMENDING	APPROVAL
10. Rehabilitation Leave and Magna Carta for Women		
10.1. Directors IV and V	USEC (O)	SEC
10.2. All other permanent and contractual positions (SG 1-24)	Director IV/ DC (AD)	Director V (GM)
11. Monetization of Leave Credits/ Terminal Leave		
11.1. 50% accumulated leave credits (SL-VL)		
11.1.1. Director V	Director IV	USEC (O)
11.1.2. Director IV and Division Chiefs	Director IV	Director V (GM)
11.1.3. All other permanent and contractual positions (SG 1-23)	DC (AD)	Director IV
11.2. 10-30 days		
11.2.1. Director V	Director IV	SEC/ USEC (O)
11.2.2. Director IV	DC (AD)	Director V (GM)
11.2.3. Division Chiefs	Director IV	Director V (GM)
11.2.4. All other permanent and contractual positions (SG 1-23)	DC (Concerned)	Director IV
12. Request for Authority to Render Overtime Services/ Compensatory Time-Off		
12.1. Division Chiefs	Director IV	Director V (GM)
12.2. All other permanent and contractual positions (SG 1-23)	SC (Concerned)	DC (Concerned)
13. Approval of Office Clearance		
13.1. Director IV and V	USEC (O)	SEC
13.2. Division Chiefs/ Section Chiefs	Director IV	Director V (GM)
13.3. All other permanent and contractual positions (SG 1-20)	SC (Concerned)	DC (Concerned)
14. Signing/ Approval of Daily Time Record		
14.1. Division Chiefs		Director V (GM)
14.2. All other permanent and contractual positions (SG 1-23)		DC (Concerned)
15. Certificate of Service		
15.1. Director V		USEC (O)
15.2. Director IV		Director V (GM)
16. Approval of Official Business Form (Gate Pass)		
16.1. Division Chiefs		Director IV
16.2. All other permanent and contractual positions (SG 1-23)	SC (concerned)	DC (Concerned)

NATURE OF TRANSACTION	RECOMMENDING	APPROVAL
17. Trainings and Conferences		
17.1. Approval of Annual Training and Development Plan	Director V (GM)	USEC (O)
17.2. Nomination to Trainings, Scholarships Seminars and Workshops		
17.2.1. Local		
17.1.1.1. Director V	Director IV	USEC (O)
17.1.1.2. Director IV	DC (AD)	Director V
17.1.1.3. Director Chiefs	Director IV	Director V (GM)
17.1.1.4. All permanents and contractual positions (SG 1-22)	DC (AD)	Director IV
17.2.2. Foreign		
17.2.2.1. Director V	DOTC Scholarship Committee	SEC
17.2.2.2. Director IV and below	Director V (GM)	DOTC Scholarship Committee
17.3. Attendance in Trainings, Seminars and Meetings		
17.3.1. In-House Trainings	DC (AD)	Director IV
17.3.2. Outside Trainings (Local)		
17.3.3. Up to 30 days	DC (AD)	Director IV
17.3.4. Over 30 days	Director IV	Director V (GM)
17.4. Outside Trainings, Scholarships, Seminars, Academic Studies, Workshops (Foreign)		
17.4.1. Director V	USEC (O)	SEC
17.4.2. Director IV and below	Director V	USEC (O)
18. Official Domestic Travel		
18.1. Director V	Director IV	USEC (O)
18.2. Director IV and Division Chiefs	Director IV	Director V (GM)
18.3. All other permanent and contractual positions (SG 1-23)	DC (Concerned)	Director IV
19. Official Foreign Travel (with or without government expense – international commitments, conferences, workshops and related activities)		
19.1. Director V	USEC (O)	SEC
19.2. Director IV and below	Director V (GM)	USEC (O)
19.3. Part of Delegation where attendees include USECs, ASSECs, Heads of Agencies	USEC (Concerned)	SEC
20. Personal Foreign Travel		
20.1. Director IV and Division Chiefs	USEC (O)	SEC
20.2. Director IV and other permanent and contractual positions (SG 1-23)	Director V	USEC (O)


NATURE OF TRANSACTION	RECOMMENDING	APPROVAL
21. Itinerary of Travel/ Certificate of Travel Completed		
21.1. Director V 21.2. Director IV and Division Chiefs 21.3. All other permanent and contractual positions (SG 1-23)	Director IV Director IV DC (Concerned)	USEC (0) Director V (GM) Director IV
22. Assignment of Service Vehicle		
22.1. Assignment of all service vehicles (Officials and Offices) 22.2. Property Acknowledgement Receipt (PAR) for MV 22.3. Approval of Gas Allocation 22.4. Trip Ticket Summary 22.5. Vehicle Repair and Maintenance Form	DC (AD) AD SC (Concerned) SC (Concerned) AD	Director V Director IV DC (AD) DC (AD) Director IV
23. Other Personnel Actions		
23.1. Report on Accession and Separation (submitted to CSC) 23.2. Report on Database of Individual Barred (DIBAR) from Government Service 23.3. Memorandum to employees on non-compliance with CSC rules and regulations and Office issuances 23.4. Work Schedule/Revenue Service Schedule of Operations personnel (and any revision/s, if any) 23.5. Memorandum to employees on non-compliance with existing station and rolling stock operation procedures 23.6. Requests for the Issuance of Access and Work Permits 23.7. Access Permits 23.8. Work Permits	SC (Personnel) SC (Personnel) DC (AD) DC (Concerned) DC (Concerned) DC (Concerned) DC (Concerned)	DC (AD) DC (AD) Director IV Director IV Director IV Director V (GM) Director IV Director IV
24. General Services		
24.1. Performance Certification on Janitorial Services 24.2. Performance Certification on Security Services 24.3. Certification on Utility Consumption (water, telephone, electricity, internet) 24.4. Billing Statement to MRTDC on electricity bill sharing	SC (Concerned) Head, Security Unit SC (Concerned) DC (MSD)	DC (Station) Director IV DC (MSD) Director IV

NATURE OF TRANSACTION	RECOMMENDING	APPROVAL
25. Procurement		
25.1. Agency Procurement Request (submitted to DBM)	DC (AD)	Director V (GM)
25.2. Requisition Order/ Purchase Request Form	DC (Concerned)	DC (AD)
25.3. Approved Budget for the Contract (ABC)	Director IV	Director V (GM)
25.4. Job Order	DC (Concerned)	DC (AD)
25.5. Purchase Order	DC (Concerned)	DC (AD)
25.6. Inspection Report of supplies and materials; IT supplies/equipment; and service vehicles	Inspector (MSD)/ Inspector (CSS)	Director IV
25.7. Acceptance Report		DC (Concerned)
II. Financial Matters		
1. Disbursement		
1.1. Box A of Disbursement Vouchers	DC (Finance)	Director V (GM)
1.2. Payroll	DC (AD)	Director V (GM)
1.3. Reimbursement of Representation and Transportation Allowance of OICs and Liaison Officers	DC (Finance)	Director IV
1.4. Justification to support payments		DC (Concerned)
2. Revenue		
2.1. Monthly Bank Reconciliation (Regular Savings, Savings Account, Fiscal Account, Trust Account)	DC (Finance)	Director V (GM)
3. Budget		
3.1. Budget Preparation Forms		DC (Concerned)
3.2. Budget Proposal Report	DC (Finance)	Director V (GM)
3.3. Request for Release of Allotment and Additional/Supplemental Budget	DC (Finance)	Director V (GM)

All Orders/ Memoranda/ Issuances inconsistent herewith are deemed revoked and/or modified accordingly.

This Order shall take effect immediately.

For strict compliance.


MAR ROXAS
 Secretary



DOTC-OSEC OUTGOING 12-00076