



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

November 2, 2002

ADMINISTRATIVE ORDER
No. 80 s., 2002

SUBJECT: Amendments to certain provisions of Adm. No. 154, s. 2000, issued on November 16, 2000, on the subject : Revised Delegation of Authority for Certain Administrative Transactions in the Central Office, Department of Health (DOH)

In order to emphasize the responsibilities of the Directors of Bureaus/Centers/Service/Heads of Offices in the Central Office on certain administrative transactions affecting the employees under them, there is a need to amend certain provisions of the Delegation of Authority under Adm. Order No. 154, s. 2000, as follows:

1. The Approving Authority for sick and vacation leave of employees for less than 30 days, including special privilege leave, shall be the Director of the Bureau/Center/Service/Heads of Offices concerned, amending for that purpose Par.A.2.5 (2.5.1).
2. The Recommending Official for sick and vacation leave of 30 days or more, maternity and terminal leave and applications for monetization of leave credits, including commutation of its money value shall be the Director of the Bureau/Centers/Service/ Heads of Offices concerned, amending for that purpose Par.A.2.5 (2.5.2).
3. The Recommending Official in cases of acceptance of resignation shall be the Director of Bureau/Center/Service/ Heads of Offices concerned, amending for that purpose Par.A.2.8.
4. The Recommending Official in cases of dropping from the rolls of the Service shall be the Director of the Bureau/Center/Service/Heads of Offices concerned, amending for that purpose Par.A.2.9.

All applications for leave of absence shall be submitted to the Personnel Division of the Administrative Service for the Certification of Leave Credits for purposes of payrolls/disbursement vouchers preparation.

Recommendations for the acceptance of resignation and dropping from the rolls of the service shall be further processed by the Personnel Division of the Administrative Service as to compliance with requirements, as well as deletion/control in the payrolls and entry in the File 201 of employee/s concerned.

All other provisions in Adm. Order No. 154, s. 2000, not otherwise affected by these amendments stand in effect. These amendments take effect March 1, 2002.

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Secretary of Health