



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

August 27, 2001

Administrative Order  
No. 47 s. 2001

**SUBJECT: Revised Guidelines on Delegation of Authority for certain Administrative Transactions in the Centers for Health Development (CHD's) including Retained Hospitals**

In view of the implementation of the DOG Rationalization and Streamlining Plan pursuant to Executive Order No. 102, s. 1999, and in order to streamline operations, fast-track action on official transactions, documents and communications, and define area of responsibility, authority to certain officials in the Center for Health Development including Retained Hospitals to take appropriate action thereon, is hereby delegated.

**DELEGATION OF AUTHORITY FOR ADMINISTRATIVE FUNCTIONS - CENTER FOR HEALTH DEVELOPMENT INCLUDING RETAINED HOSPITALS**

NATURE OF TRANSACTIONS/ DOCUMENT	OFFICE OF ORIGIN OF DOCUMENTS	RECOMMENDING APPROVAL	APPROVING AUTHORITY
<b>A. ADMINISTRATIVE FUNCTIONS</b>			
<b>1. Transactions dealing on appointments and and other relevant personnel matters for Directors III &amp; IV, and Chiefs of Hospitals</b>			
<b>1.1 Appointments to the position of:</b>			
<b>1.1.1 Directors III and IV</b>	Personnel Services Division, Administrative Service	Secretary of Health	President, Republic of the Philippines

NATURE OF TRANSACTIONS/ DOCUMENT	OFFICE OF ORIGIN OF DOCUMENTS		RECOMMENDING APPROVAL		APPROVING AUTHORITY	
1.1.2 Chief of Hospitals 1.1.2.1 Chief of Hospital III (SG-26) CESO	Personnel Services Division Administrative Service		Central Office Selection Board for 3rd level positions		Secretary of Health	
1.1.2.2 Chief of Hospital II (SG-25) CESO	Personnel Services Division Administrative Service		Central Office Selection Board for 3rd level positions		Secretary of Health	
1.1.2.3 Chief of Hospital I (SG-24) NON-CESO	Regional Administrative Division		Director IV		Secretary of Health	
1.2 Other relevant transactions dealing on personnel matters, viz;	Director IV	Director III and Chief of Hosp.	Director IV	Director III and Chief of Hosp.	Director IV	Director III and Chief of Hosp.
1.2.1 Oath of Office	Personnel Services Division, Administra- tive Service	Administrative Division (CHD & Hosp.)	Personal act of the Appointee		Secretary/ Undersecretary (as delegated)	Director IV
1.2.2 Certification of Assumption/ Entrance to Duty	Personnel Services Division, Administra- tive Service	Administrative Division (CHD & Hosp.)	Director, Administra- tive Service	Administrative Officer (CHD & Hosp.)	Secretary/ Undersecretary (as delegated)	Director IV
1.2.3 Notices of Salary Adjustments/ Increases (NOSAs/NOSIs)	Personnel Services Division, Administra- tive Service	Administrative Division (CHD & Hosp.)	Director, Administra- tive Service	Administrative Officer (CHD & Hosp.)	Secretary/ Undersecretary (as delegated)	Director IV
1.2.4 Permission to exercise one's profession/engage in private practice after office hours	Personnel Services Division, Administra- tive Service	Administrative Division (CHD & Hosp.)	Undersecre- tary	Director III for Chief of Hospital	Secretary/ Undersecretary (as delegated)	Director IV

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	Director IV	Director III and Chief of Hosp.	Director IV	Director III and Chief of Hosp.	Director IV	Director III and Chief of Hosp.
1.2.5 Application for Leave of Absence (all types), including commutation of its money value						
1.2.5.1 Less than 30 days	Administrative Division (CHD & Hosp.)		Undersecre- tary	a) Director IV for Director III  b) Director III for Chief of Hospital	Secretary of Health	Undersecretary
1.2.5.2 30 days or more	Administrative Division (CHD & Hosp.)		Undersecretary		Secretary/Undersecretary (as delegated)	
1.2.6 Reassignment						
1.2.6.1 From one Region to another or to the Central Office	Personnel Services Division Administrative Service		Undersecre- tary	Director IV	Secretary/Undersecretary (as delegated)	
1.2.6.2 Within the Region	Administrative Division (CHD & Hosp.)		-	Director III for Chief of Hosp.	-	Director IV
1.2.7 Detail to other government agencies	Personnel Services Division Administrative Service		Undersecretary		Secretary of Health	
1.2.8 Transfer to another government agency	Personnel Services Division Administrative Service		Undersecretary		Secretary of Health	
1.2.9 Secondment	Personnel Services Division Administrative Service		Undersecretary		Secretary of Health	
1.2.10 Acceptance of Resignation	Personnel Services Division Administrative Service		Secretary of Health		President, Republic of the Philippines	
	Administrative Division of Hospital		-	Director IV For Non-CESO	-	Secretary of Health

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	Director IV	Director III and Chief of Hosp.	Director IV	Director III and Chief of Hosp.	Director IV	Director III and Chief of Hosp.
1.2.11 Application for Retirement	PSD. Adm. Service	Adm. Division (CHD & Hosp.)	Undersecre- tary	Director IV	Secretary/Undersecretary (as delegated)	
1.2.12 Extension of services for six (6) months after compulsory retirement	Personnel Services Division Administrative Service		Secretary of Health		Civil Service Commission	
1.2.13 Designation of Officer-in- Charge						
1.2.13.1 Long-term duration - vacancy	Personnel Services Division Administrative Service		Undersecretary		Secretary/Undersecretary (as delegated)	
1.2.13.2 Short-term duration - temporary absence	Administrative Division (CHD & Hospital)			Director III For Chief of Hosp.	-	Director IV
1.2.14 Foreign travel regardless of the number of days (official and personal)  If personal, supported by approved leave application	Central Office Committee on Foreign travel		Undersecre- tary	Director IV	Secretary/Undersecretary (as delegated)	
1.2.15 Local travel						
1.2.15.1 Interregional & Central Office						
1.2.15.1.1 Less than 30 days	PSD, Admin. Service	Adm. Division (CHD & Hosp.)	Undersecre- tary	Director III for Chief of Hospital	Secretary/Usec (as delegated)	Director IV
1.2.15.1.2 30 days or more	Personnel Services Division Administrative Service		Undersecretary		Secretary/Undersecretary (as delegated)	
1.2.15.2 Within the Region regardless of number of days	Administrative Division (CHD & Hospital)		-	Director III for Chief of Hospital	-	Director IV

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	Director IV	Director III and Chief of Hosp.	Director IV	Director III and Chief of Hosp.	Director IV	Director III and Chief of Hosp.
1.2.16 Property & Money Clearance	PSD, Admin. Service	Admin. Division (CHD & Hosp.)	Undersecretary	Clearing Officers	Secretary of Health	Director IV
2. Transactions dealing on personnel matters for 2nd and 1st level positions (Career & Non-Career), viz:						
	CHD	Hospital	CHD	Hospital	CHD	Hospital
2.1 Appointments to the position of:						
2.1.1 Division Chief and below	Personnel Section		Selection Promotion Board		Director IV	Chief of Hospital
2.2 Oath of Office	Personnel Section		Personal act of the appointee		Director IV	Chief of Hospital
2.3 Certification of Entrance/ Assumption to Duty	Personnel Section		Administrative Officer		Director III	Chief of Hospital
2.4 Notice of Salary Adjustments and Salary Increases (NOSAs & NOSIs)	Personnel Section		Administrative Officer		Director IV	Chief of Hospital
2.5 Permission to teach, exercise profession or engage in private practice outside office hours	Administrative Division		Director III	Chief of Hospital	Director IV	
2.6 Application for leave of absence (all types)						
-Division Chief level (regardless of the number of days)	Personnel Section		Director III	Chief of Division	Director IV	Chief of Hospital
-Below Division Chief Level						
a) Less than 7 days	Personnel Section		Chief of Section		Chief of Div.	Chief of Hospital
b) 7 days but less than 30 days	Personnel Section		Chief of Division		Director III	Chief of Hospital
c) Thirty (30) days and above	Personnel Section		Director III	Chief of Division	Director IV	Chief of Hospital

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	CHD	Hospital	CHD	Hospital	CHD	Hospital
2.7 Reassignment/Detail						
2.7.1 Outside the Region, Inter-Regional, or to Central Office  -All Personnel	Administrative Division		Director IV		Secretary/Undersecretary (as delegated)	
2.7.2 Within the Region						
-All Personnel	Administrative Division		Director III	Chief of Hospital	Director IV	
2.8 Official local travel regardless of number of days. (on official business official time) e.g. Conventions, conferences, seminars and non-degree training programs.	Administrative Division		Director III	Chief of Hospital	Director IV	
2.9 Permission for foreign travel regardless of number of days (official or personal expense)	Administrative Division		Director IV	Chief of Hospital	Undersecretary for External Affairs Cluster	
2.10 Acceptance of resignation	Administrative Division		Administrative Officer		Director IV	Chief of Hospital
2.11 Dropping from the rolls of the service	Administrative Division		Administrative Officer		Director IV	Chief of Hospital
2.12 Application for retirement, including terminal leave	Administrative Division		Administrative Officer		Director IV	Chief of Hospital
2.13 Claims for benefits	Administrative Division		Administrative Officer		Director IV/III	Chief of Hospital
2.14 Secondment	Administrative Division		Director IV	Chief of Hospital	Secretary of Health	

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	CHD	Hospital	CHD	Hospital	CHD	Hospital
2.15 Extension of services after compulsory retirement	Director IV	Chief of Hospital	Secretary of Health		Civil Service Commission	
2.16 Designation of Officer-in-Charge regardless of duration	Administrative Division		Director III	Administrative Officer	Director IV	Chief of Hospital
2.17 Authority to render overtime services not exceeding 30 days	Administrative Division		Chief of Division	Administrative Officer	Director IV	Chief of Hospital
2.18 Issuance of Certificate of Appearance	Administrative Division		Transacting Officer		Director IV/ Director III	Chief of Hospital
2.19 Property and Money clearance	Administrative Division		Director III	Admin. Officer	Director IV	Chief of Hospital
2.20 Request for investigation of administrative complaints filed against personnel	Administrative Division		Legal Officer	Legal Officer of Hospital, if available	Director IV	Chief of Hospital
				Legal Officer of CHD if no Hosp. Legal Officer		Director IV
2.21 Approval of recommendations on administrative investigation and filing of formal charges, if warranted	Legal Section		Director III	Admin. Officer if Hospital Legal Officer is available	Director IV	Chief of Hospital
				Chief of Hosp. If no available Hosp. Legal Officer		Director IV
2.22 Decisions in Administrative Cases involving penalty of suspension, or fine both not exceeding 30 days	Legal Section		Director III	Chief of Hospital	Director IV	

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	CHD	Hospital	CHD	Hospital	CHD	Hospital
2.23 Decisions on Administrative cases involving dismissal from the service, suspension or fine of more than 30 days) (Transmit all records of the case to Legal Service of the Central Office	Legal Section		Director IV		Secretary of Health	
3. Inter-DOH Communication to and from CHDs to the Central Office, attached agencies, other DOH field offices, hospitals and facilities within and outside the Region.	Administrative Division		Director III	Chief of Hospital	Director IV	
4. Communications from CHDs to government and non-government agencies outside of the DOH to the:						
4.1 President, Vice -President, Cabinet Members, Senators, Congressmen, Members of the Judiciary (national offices), Ambassadors, Heads of GOCCs and other government agencies.	Director IV	Chief of Hospital	Undersecretary		Secretary of Health	
4.2 Heads of international partner agencies	Director IV	Chief of Hospital	Undersecretary		Undersecretary for External Affairs Cluster	
4.3 Local government units, governors and mayors	LHAD Chief	LHAD Chief Designate	Director III	Chief of Hospital	Director IV	
5. Request for organization/staffing modification	Director IV	Chief of Hospital	Secretary of Health		Department of Budget and Management	

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	CHD	Hospital	CHD	Hospital	CHD	Hospital
6. Individual Consultancy contracts						
6.1 Local consultancies	Director III	Chief of Hospital	Director IV		Undersecretary	
6.2 International consultancies	Director, BIHC		Director IV		Secretary of Health	

#### B. ACCREDITATION

1. Issuance and Cancellation of Certificate of Supplier's Accreditation						
1.1 Drugs and Medicine, medical Equipment and medical supplies	DOH Central Office Committee on Accreditation		Head of Committee		Secretary/Undersecretary (as delegated)	
1.2 Janitorial, Security, Housekeeping services	Regional Committee on Accreditation	Hospital	Head of Accreditation Committee		Director IV	Chief of Hospital

#### C. PROCUREMENT OF GOODS, SERVICES, AND IMPLEMENTATION OF INFRASTRUCTURE PROJECTS

1. Annual Procurement Plan Supplemental APP		Regional Procurement Committee	Hospital	Head of Committee		Director IV	Chief of Hospital
2. Requisition of supplies and materials and services (based on approved APP)		Administrative Officer		Administrative Officer		Director IV	Chief of Hospital
3. Bidding Process -							
3.1 Technical and financial review		RPBAC	HPBAC	Chair, RPBAC	Chair, HPBAC	Director IV	Chief of Hospital
3.2 Resolutions		Secretariat, RPBAC	Secretariat, HPBAC	Committee Members		Chair, RPBAC	Chair, HPBAC
3.3 Notice of Award		Secretariat, RPBAC	Secretariat, HPBA	Chair, RPBAC	Chair, HPBAC	Director IV	Chief of Hospital

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	CHD	Hospital	CHD	Hospital	CHD	Hospital
3.4 Purchase Orders, Contracts and Job Orders						
3.4.1 Public Bidding						
Below P2 Million	Supply Officer		Administrative Officer		Director IV	Chief of Hospital
P2 M but below P5 M	Supply Officer		Director III Chief of Hospital		Director IV	
P5 M but below P10 M	Administrative Division		Director IV Chief of Hospital		Undersecretary	
P10 M and above	Director IV	Chief of Hospital	2 Undersecretaries		Secretary of Health	
3.4.2 Negotiated/Emergency/Exclusive Distributorship						
Below P500 T	Supply Officer		Administrative Officer		Director IV	Chief of Hospital
P500 T but below P2 M	Supply Officer		Director III	Chief of Hospital	Director IV	
P2 M but below P5 M	Administrative Division		Director IV	Chief of Hospital	Undersecretary	
P5 M and above	Director IV		2 Undersecretaries		Secretary of Health	
D. OTHER TRANSACTIONS						
1. Acceptance of donations						
1.1. In cash	Administrative Division		-	-	Director IV	Chief of Hospital
1.2. In kind	Administrative Division		-	-	Director IV	Chief of Hospital

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	CHD	Hospital	CHD	Hospital	CHD	Hospital
2. Request for release of funds for regular current operating expenditures	Management Support Division	Administrative Division	-	-	Director IV	Chief of Hospital
3. Request for approval of special budget (use of income)	Director IV		Undersecretary		Secretary of Health	
4. Annual budget proposal per office/budget ceiling per office	Budget Officer		Director IV		Secretary of Health	
5. Agency Budget Matrix	Management Support Division	Administrative Division	Asst. Secretary for Management Services		Secretary of Health	
6. Request for authority to use savings/fund realignment	Management Support Division	Chief of Hospital	Director IV		DBM Regional Office	
7. Request for modification for augmentation of funds	Management Support Division	Chief of Hospital	Director IV		Secretary of Health	
8. Integrated Annual Work and Financial Plan of CHD	Finance Management & Planning Committee		Director III	Chief of Hospital	Director IV	

All other previous issuances on "Delegation of Authority" for CHDs including Retained Hospitals that are inconsistent with the provisions stated herein are hereby superseded.

This Order takes effect immediately.

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