



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

June 20, 1974

ADMINISTRATIVE ORDER
NO. 218 s. 1974

SUBJECT: Delegation of authority to certain officials of the National Family Planning Office (NFPO)

In accordance with the basic principle of attaining speed of decisions at the lowest possible organizational level, this order is issued to set forth the delegation of authority to approve disbursements, sign/countersign TCAA checks and sign Request for Obligation of Allotments chargeable against the funds of the National Family Planning Office as follows:

A. Approval of Disbursements

- a. The Project Director - no limit
- b. The Senior Executive Assistant II - up to ₱10,000 and no limit in the absence of the Project Director.
- c. The Administrative Officer III - up to ₱5,000 and not to exceed ₱10,000 in the absence of the Senior Executive Assistant II.
- d. The Budget Officer I - up to ₱2,000 in any disbursements and not to exceed ₱5,000 in the absence of the Administrative Officer III.

B. Signing of Checks.

1. Officials authorized to sign checks:

- a. Project Director or in his absence, the Senior Executive assistant II, or in the absence of both, the Administrative Officer III - no limit.
- b. Cashier I, or in his absence, the Disbursing Officer for checks up to ₱5,000.

2. Officials authorized to countersign checks:

- a. Project Director, or in his absence, the Senior Executive Assistant II - up to ₱5,000

b. Administrative Officer III - up to ₱3,000 and not to exceed ₱5,000 in the absence of the Senior Executive Assistant.

c. Budget Officer I - up to ₱2,000 and not to exceed ₱3,000 in the absence of the Administrative Officer III.

3.Limitation

Pursuant to Department Memorandum Circular No. 18-73 dated June 11, 1973 of the Department of Finances, checks exceeding ₱5,000 as well as all checks for cash advances shall be signed by the Project Director or in his absence, by the Senior Executive Assistant II, or in the absence of both, the Administrative Officer III, and to be countersigned by the representative of the Chairman, Commission on Audit.

C. Signing of Request for Obligation of Allotment

1. The officials authorized to approve disbursements are likewise authorized to sign request for obligation of allotments for amounts as specified under Section A of this Order.

This Order shall take effect immediately.

CLEMENTE S. GATMAITAN, M.D., M.P.H.
Acting Secretary of Health