



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

March 1, 1974

ADMINISTRATIVE ORDER
NO. 203 sl. 1974

SUBJECT: Delegation of authority to the Chief, Administrative Service.

To facilitate action on administrative matters in the Office of the Secretary in providing the Department of Health with economical, efficient and effective services relating to personnel, legal assistance, information, records, supplies, equipment, collection, disbursement, security, and custodial work, authority is hereby delegated to the Chief of Administrative Service as follows:

1. To approve applications for resignation of personnel.
2. To approve certificates of appearance when the Secretary of Health has authorized the travel of the personnel.
3. To approve requests for transfer of personnel from one office to another.
4. To approve or endorse application for compensations benefits when the granting of such benefits is in accordance with law.
5. To approve applications for leaves of absences with pay, whether with commutation of salary or not.
6. To approve or endorse applications for retirement.
7. To act and/or sign requests for reclassification of position when such request does not effect the organizational structure of the office and the promotional and/or ranking line-up in the said office.
8. To act on applications for employment.
9. To approve clearance applications of personnel after having been coursed thru the offices concerned.
10. To issue certifications concerning personnel matters.
11. To approve requests for laundry and uniform allowance, quarters allowance, incentive pay, risk pay, and gratuity pay, when the granting of such allowance is in accordance with law.

12. To approve the disposition of records.
13. To approve abstracts of canvass made by the Supply Section.
14. To approve Purchase Orders for supplies and materials requisitioned by the central offices, except drugs and medicines, and those initiated by the regional offices.
15. To approve requisitions and issue vouchers filed by employees of central headquarters.
16. To certify as to services rendered on all payrolls of officials and employees in the central offices.
17. To approve schedule of duties of personnel.
18. To sign telegrams for transmission.
19. To sign referral of resolutions and of communications on miscellaneous subjects, requests for aids or donations, complaints and general welfare implications.

The Chief of Administrative Service shall sign in the following manner:

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

By:

Chief, Administrative Service

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