



Department of Health
OFFICE OF THE SECRETARY
 San Lazaro Compound Rizal Avenue
 Sta. Cruz, Manila, Philippines
 Tel. No. 711-60-80

June 25, 1999

Administrative Order
 No. 21 s. 1999

SUBJECT: Delegation of Authority for Administrative/ Personnel Transactions

This Order details out administrative transactions which are to be signed and approved by the Secretary of Health and those which can be delegated to other officials of the Department : Undersecretaries, Assistant Secretaries, Regional Health Directors, Chief of Hospitals and Bureau/Service Directors. This Order thereby repeals pertinent provisions on administrative /personnel matters stipulated under Administrative Order No. 22 s. 1998 & other related Orders & issuances.

Under this Order, the following transactions are to be processed and approved as follows:

NATURE OF ADMINISTRATIVE TRANSACTION/ DOCUMENT	Recommending Official	Approving Official/s					
		Sec	COS	UnderSec	RD	COH	ED/SD
1. Original/promotional, casual/contractual, co-terminus, temporary appointment (to include change of status to permanent), reemployment/reinstatement to positions: a. Undersecretaries, Assistant Secretaries, Regional Directors Asst. Regional Directors & Bureau /Service Directors, b. Chiefs of Metro Manila Hospitals, Regional Hospitals and Medical Centers and other DOH Hospitals c. OSEC proper staff d. Major Office proper staff e. Division Chiefs and other positions below the level of Division Chief under each major office	Chair, DOH Selection Board Chair, DOH Selection Board Head, Exec. Asst. Office Selection Board						

* May only require initials of official(s) concerned

**To include Program Managers who are under the direct supervision of an Undersecretary

ABBREVIATIONS:

Sec - Secretary
 RD - Regl Director
 SD - Service Director

COS- Chief of Staff
 ARD - Asst. Reg Director
 PM - Program Manager

UnderSec - Undersecretary
 COH - Chief of Hospital
 DC - Division Chief

Assec - Assistant Secretary
 BD - Bureau Director
 AO - Administrative Officer

RSC - Regional Screening Committee
 HSC - Hospital Screening Committee
 (created within a Metro Manila Hospital
 or within a Regional Hospital)

NATURE OF ADMINISTRATIVE TRANSACTION NATURE OF DOCUMENT	Recommending Official	Approving Official/s					
		Sec	OCS	Usecs	RDR	COH	ED/SD
For Regional Health Office plantilla positions:							
2. Original/promotional, causal/ contractual, temporary appointment (to include change of status to permanent), reemployment/reinstatement to positions:							
a. Chiefs of Division %	Regl Screening Com. (RSC) /RD RSC						
b. Positions below the level of Chief of Division							
For Metro Manila Hospitals plantilla positions:							
3. Original/promotional, casual/contractual, temporary appointment (to include change of status to permanent), reemployment/reinstatement to positions:							
a. Chief of Medical Professional Staff and Chiefs of Division %	HSC/COH			OHFS			
b. Medical Officer III & IV (with SG 18 & 20)	HSC/COH						
c. Non-medical positions (with SG 16) & above but below the level of Chief of Division %%	HSC/COH			OHFS			
d. Non-medical positions (with SG 15) and below	HSC						
4. a. Original appointment, change of status from temporary to permanent for Medical Specialists I-IV (Appt. papers for processing to be submitted to OSEC; Approved appointment paper & CV copy furnished OCS/OHFS Usecs)	OHFS						
b. Renewal of appt. & promotion for Medical Specialists I-IV (Appointment paper/ CV copy furnished OHFS Usecs)	HSC/COH			OHFS			

With the concurrence of the DOH Executive Committee (Execom)

% Metro Manila Hospital Screening Committee to include a representative of the Secretary of Health

%% Metro Manila Hospital Screening Committee to include representative of OHFS.

NATURE OF ADMINISTRATIVE TRANSACTION/ DOCUMENT	Recommending Official	Approving Officials						
		Asec	Sec	Usec	AR	COH	DC/ARD	DC/AO
For Reg. Hospitals and Medical Centers plantilla positions including all other DOH Hospitals								
5. Original/promotional, casual/contractual, temporary appointment (to include change of status to permanent), reemployment/reinstatement to positions								
a. Chief of Medical Professional Staff and Chiefs of Division %	HSC/COH							
b. Medical Officer III & IV (with SG 18 & 20)	HSC/COH							
c. Non-medical positions (with SG 18) & above but below the level of Chief of Division %%	HSC/COH							
d. Non-medical positions (with SG 15) and below	HSC							
6. a. Original appointment, change of status from temporary to permanent for Medical Specialists I-IV (Appt. papers for processing to be submitted to OSEC; Approved appointment paper & CV copy furnished OCS/OHFS Usec)	RD							
b. Renewal of appt. & promotion for Medical Specialists I-IV (Appointment paper/ CV copy furnished OHFS Usec)	HSC/COH							
7. Recommendation of candidates for appointment to CESO positions ***	Usec							
8. Appointments to Medical Pool positions	Medical Pool Com.							
9. Certificate of entrance to duty Including Oath of Office of:								
a. Undersecretaries, Assistant Secretaries, Regional Directors, Assistant Regional Directors, & Bureau/Service Directors	Chief of Staff							
b. Chiefs of Metro Manila Hospitals	OHFS Usec							
c. Chiefs of Regional Hospitals & Medical Centers & Renationalized Hospitals	ARD							
d. OSEC proper staff	Head Exec. Asst.							
e. Major office proper staff	Exec.Asst.							
f. Division Chiefs and other positions below Division Chief								
f.1. in the Central Office	Asec							
f.2. In the Regional Health Offices	DC/ARD							
f.3. in Hospitals	DC/AO							

*** CESO positions shall include Undersecretaries, Asst. Secretaries, Regional Directors, Asst. Regional Directors, Chiefs of Specialty & Special Hospitals/ Regional Hospitals/Medical Centers/Sanitaria/Retained District Hospitals/Research Hospitals, Renationalized hospitals and Bureau/Service Directors

% Regional Hospital/Medical Center Screening Committee to include a representative of the Secretary of Health

%% Regional Hospital/Medical Center Screening Committee to include a representative of the Regional Health Director

NATURE OF ADMINISTRATIVE TRANSACTION/ DOCUMENT	Recommending Official	Approving Official					
		Sec	COS	Usec	RU	COH	DDSP
10. Notice of salary adjustment and salary increases for:							
a. Undersecretaries, Assistant Secretaries, Regional Directors	COS						
b. Chiefs of Metro Manila Hospitals	OHFS Usec						
c. Chiefs of Regional Hospitals & Medical Centers & other DOH Hospitals	ARD						
d. Assistant Regional Directors	AO						
e. OSEC proper staff	Head/ Exec.Asst.						
f. Major office proper staff	Exec.Asst.						
g. Bureau/Service Directors including Division Chiefs/Program Managers and other positions, casual/contractual in the central office	Asec						
h. Regional Office plantilla including Division Chiefs	DC/ARD						
i. Hospital Plantilla:							
i.1. Non medical positions with salary grade 15 and below	AO/DC						
i.2. Medical Officer III & IV	Dept. Head						
i.3. Non-medical positions with salary grade 16 and above, including Chiefs of Division & Professional Medical Staff & Medical Specialists I-IV	COH						
11. Designation of Officer-in-Charge in the absence for one calendar month or more of the following officials with entitlement to RATA:							
a. Undersecretaries, Assistant Secretaries and Regional Directors	COS						
b. Chiefs of Metro Manila Hospitals	OHFS Usec						
c. Chiefs of Regional Hospitals & Medical Centers & other DOH Hospitals	RD						
d. Assistant Regional Directors							
e. Bureau/ Service Directors	Usec						
f. Division Chiefs/Program Managers	Service Director						
12. Designation of Officer-in-Charge in the absence of the following officials for more than five days but less than one calendar month: <input checked="" type="checkbox"/>							
a. Undersecretaries, Assistant Secretaries and Regional Directors	COS						

☒ In case of absences of 5 days or less, RDs, Chiefs of Hospitals and Bureau and Service Directors shall be responsible for designating their respective Officer-in-Charge

NATURE OF ADMINISTRATIVE TRANSACTION/ DOCUMENT	Recommending official	Approval Official's					
		Sec	COS	Usec	RD	COH	ED/SD ²
b. Chiefs of Metro Manila Hospitals c. Chiefs of Regional Hospitals & Medical Centers & other DOH Hospitals d. Assistant Regional Directors e. Bureau/ Service Directors f. Division Chiefs/Program Managers under the Bureau/Service	Asec			OHFS			
13. Reassignment from one area /place of work within DOH for :							
a. Undersecretaries, Assistant Secretaries, Regional Directors Asst. Regional Directors & Bureau /Service Directors,	COS/Usec						
b. Chiefs of Metro Manila Hospitals	Usec OHFS						
c. Chiefs of Regional Hospitals & Medical Centers & other DOH Hospitals	RD						
d. Division Chiefs/Program Managers	SD/Usec						
e. All other positions below Division Chief							
e.1. in the Central Office	DC/SD						
e.2. in the Regional Health Offices	DC/ARD						
e.3. in Hospitals	AO/DC						
14. Request for detail or authority to transfer to other agencies							
a. Undersecretaries, Assistant Secretaries, Regional Directors Asst. Regional Directors & Bureau /Service Directors,	COS/Usec						
b. Chiefs of Metro Manila Hospitals	Usec OHFS						
c. Chiefs of Regional Hospitals & Medical Centers & other DOH Hospitals	RD						
d. Division Chiefs/Program Managers in the Central Office	SD/Usec						
e. All other personnel							
e.1. in the Central Office	DC/SD						
e.2. in the Regional Health Offices	DC/ARD						
e.3. in Hospitals	COH						
15. Request for Secondment (subject to renewal every year) supported by a MOA between DOH and the recipient agency	COS/Usec						

NATURE OF ADMINISTRATIVE TRANSACTION/ DOCUMENT	Recommending Official	Approving Officials					
		Sec	COS	Usec/SD	RD	COH	ED/SD*
16. Application for vacation/sick (irrespective of no. of days) maternity/paternity & special privilege leaves including communication of money value for: a. Undersecretaries, Assistant Secretaries, Regional Directors b. Chiefs of Metro Manila Hospitals c. Chiefs of Regional Hospitals & Medical Centers & other DOH Hospitals d. Assistant Regional Directors e. Bureau/ Service Directors f. Division Chiefs/Program Managers In the Central Office g. OSEC proper staff ♦ h. Major office proper staff i. All other personnel i.1. in the Central Office i.2. in the Regional Health Offices i.3. in Hospitals	COS OHFS Usec Usec SD Head/Exec Asst. Exec Asst. AO/DC AO/DC AO/DC			OHFS			
17. Application for rehabilitation leave for job related injuries pursuant to the amended Omnibus Rules on Leave -CSC/MC No. 41 s. 1998 dated December 24, 1998 a. Undersecretaries, Assistant Secretaries, Regional Directors b. Chiefs of Metro Manila Hospitals c. Chiefs of Regional Hospitals & Medical Centers & other DOH Hospitals d. Assistant Regional Directors e. Bureau/ Service Directors f. Division Chiefs/Program Managers in the central office g. OSEC proper staff ♦ h. Major office proper staff i. All other personnel i.1. in the Central Office i.2. in the Regional Health Offices i.3. In Hospitals	COS Asec DC/SD Head/Exec Asst. DC/SD DC/ARD COH			OHFS			
18. Application for terminal leave including commutation of its money value: a. Undersecretaries, Assistant Secretaries, Regional Director & Assistant Regional Directors	COS						

♦ To be signed by the Head Executive Assistant, "For the Secretary of Health"

NATURE OF ADMINISTRATIVE TRANSACTION/ DOCUMENT	Recommending Official	Approving Officials					
		Sec	COS	Use/s	RD	COH	ED/SD*
b. Chiefs of Metro Manila Hospitals	OHFS Usec						
c. Chiefs of Regional Hospitals & Medical Centers & other DOH Hospitals	Asec						
d. Bureau/ Service Directors & Division Chiefs/ Program Managers in the central office	Head/Exec Asst. Exec Asst.						
e. OSEC proper staff							
f. Major office proper staff							
g. All other personnel							
g.1. in the Central Office	DC/SD						
g.2. in the Regional Health Offices	DC/ARD						
g.3. In Hospitals							
g.3.1. Positions with SG 1-15	DC/AO						
g.3.2. Positions with SG 16 & above including Div Chief	COH						
19. Acceptance of resignation and application for retirement of :							
a. Undersecretaries, Assistant Secretaries, Regional Directors, Assistant Reg Directors, Bureau/Service Directors	COS						
b. Chiefs of Metro Manila Hospitals	OHFS Usec						
c. Chiefs of Regional Hospitals & Medical Centers & other DOH Hospitals	RD						
d. Division Chiefs/Program Managers in the Central Office	SD/Usec						
e. OSEC proper staff	Head/ Exec. Asst.						
f. Major office proper staff	Exec. Asst.						
g. All other personnel							
g.1. in the Central Office							
g.2. in the Regional Health Offices							
g.3. in Hospitals							
20. Certificate of Clearance from money and property responsibilities:							
a. All CESO positions	Usec/COS						
b. Medical Pool	Medical Pool Com			OMS			
c. For all other personnel							
c.1. In the Central Office	SD			OMS			
c.2. in the Regional Health Offices	AO/DC						
c.3. in Hospitals	AO/DC						

NATURE OF ADMINISTRATIVE TRANSACTION/ DOCUMENT	Recommending Official/s	Approving Official/s					
		Sec	COS	Usec/s	RD	COH	BO/SD
21. Extension of services for 6 months after compulsory retirement for all personnel	COS						
22. Decisions on protested appointments for all personnel in the central office	Committee on Grievance and Protest/Usec Office for Legal Affairs/Usec						
23. Decisions on administrative cases involving penalty of preventive suspension or dismissal from service for all personnel							
24. Dropping from the rolls of service							
a. Undersecretaries, Assistant Secretaries, Regional Directors Assistant Reg Directors, Bureau/Service Directors							
b. Chiefs of Metro Manila Hospitals	Usec OHFS RD						
c. Chiefs of Regional Hospitals & Medical Centers & other DOH Hospitals							
d. All other personnel	SD/Usec						
1. in the Central Office							
2. in the Regional Health Offices	DC/AO RD						
2.1. Positions with SG 1-15							
2.2. Positions with SG 16 & above							
3. In Metro Manila Hospitals							
3.1. Positions with SG 1-15	OHFS						
3.2. Positions with SG 16 & above							
4. In Regional Hospitals	DC/AO COH						
4.1. Positions with SG 1-15							
4.2. Positions with SG 16 & above	COS and Head Exec. Asst.						
25. Communication to Secretaries or other heads of other government agencies and to the President, foreign, government and other entities which are policy determining, confidential or have significant implications on national health policies							
26. Administrative orders on:	Usec/COS						
a. Health policies which are of sectoral concern and/or which cut across various health programs							

NATURE OF ADMINISTRATIVE TRANSACTION/ DOCUMENT	Recommending Official	Approving Officials					
		Sec	COS	Usec	RD	COH	ED/SD
b. Technical / Program standards	SD			@			
27. Department Orders or Office Orders on:							
a. Official local travel for purposes of attendance to seminars/training/ field visits and other transactions that lasts for more than 1 calendar month.	Sec	Office of the President per EO 248					
b. Official local travel that will last for more than 7 days but not more than 1 calendar month							
1. Undersecretaries, Asst. Secretaries, Regional Directors	GOS						
2. Chiefs of Metro Manila Hospitals				OHFS@			
3. Chiefs of Regional Hospitals/Medical Centers & other DOH hospitals					@		
4. Assistant Reg Directors	RD				@		
5. Bureau /Service Directors all other personnel in the Central Office	Usec	@					
6. All other personnel							
6.1. In the Regional Health Offices	DC/AO				@		
6.2. In Metro Manila Hospitals				OHFS@			
6.3. In Reg. Hosp./ Med Centers & other DOH hospitals					@		
c. Official local travel for 7 calendar days and below							
1. Undersecretaries, Asst. Secretaries, Regional Directors							
2. Chiefs of Metro Manila Hospitals							
3. Chiefs of Regional Hospitals/Medical Centers & other DOH hospitals							
4. Assistant Reg Directors							
5. Bureau /Service Directors & all other personnel in the Central Office							
6. All other personnel							
6.1. in the Regional Health Offices							
6.2. in Metro Manila Hospitals							
6.3. In Reg. Hosp./ Med Centers & other DOH hospitals							

@' By Authority of the Secretary of Health

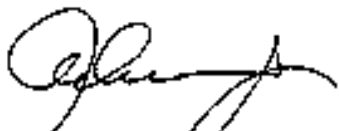
NATURE OF ADMINISTRATIVE TRANSACTION/ DOCUMENT	Recommending Official	Approving Official/s					
		Sec	CO	Usec	RO	CO	BD/SD
d. Creation of committees/task forces to perform specific tasks:							
1. involving official/staff from several major Offices, regional offices or specialty hospitals	Usec						
2. involving staff within the same area of assignment				Office	RHO	Hosp	Bu/Serv
e. Designation of Special Disbursing Officers for all Services/Units (as per GAAM)	SD/Usec			OMS			
f. Authority to render overtime services with compensation computed on an hourly basis	SD/Usec		CO		RHO	Hosp	
28. All department circulars			@				
29. All department memoranda			@				
30. Certification on Complete Staff Work for Presidential Issuances/Documents	SD						
31. Nomination to local/foreign fellowships	SD/Usec		@				
32. Department Order for local fellowships and/or Travel Authority for foreign travel, either on official time, official business or on personal capacity	SD/Usec		@				
33. Individual consultancy service contracts for							
a. OSEC proper	Head Exec. Asst.						
b. Office proper and Services/Programs/Units under them	Asec						
34. Permission to teach, exercise profession or engage in private business outside office hours							
a. Undersecretaries, Assistant Secretaries, Regional Directors							
b. Chiefs of Metro Manila Hospitals				OHFS			

@ - By Authority of the Secretary of Health
With the concurrence of the DOH Execom

Abbreviations: Office - Major Offices RHO - Regional Health Office
CO - Central Office Hosp. - Hospital

NATURE OF ADMINISTRATIVE TRANSACTION/ DOCUMENT	Recommending Official	Approving Directors					
		Sec	COS	USPHS	RD	SOH	BS/SD
c. Chiefs of Regional Hospitals and Medical Centers and Renationalized Hospitals							
d. Assistant Regional Directors							
e. Bureau/ Service Directors							
f. Division Chief & all other personnel							
g. OSEC/Major Office proper staff							
35. Request for Organizational/Staffing Modification	OMS Usec						

This Order takes effect immediately.


ALBERTO G. ROMUALDEZ, JR., M.D.
 Secretary of Health