



Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632)931-8101 to 07; Telefax (632)931-8191

e-mail: osec@dswd.gov.ph

Website: <http://www.dswd.gov.ph/>

ADMINISTRATIVE ORDER

NO. 11

Series of 2008

SUBJECT: AMENDMENT

In the interest of providing equitable learning opportunities and meaningful experiences among the staff and officials of the Council for the Welfare of Children, this order delegates the CWC Executive Director the authority of recommending approval on requests for travel authority/order outside the country, which will be subject to the final approval of the Chairperson of the CWC.

This amends Administrative Order No. 3, Series of 2003, issued by CWC dated February 18, 2003 and shall take effect immediately.

Issued in Quezon City, this 16th day of May 2008.


DR. ESPERANZA I. CABRAL

Secretary

and

Chairperson,

Council for the Welfare of Children

DSWD - OSEC



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REPUBLIC OF THE PHILIPPINES
Office of the President
COUNCIL FOR THE WELFARE OF CHILDREN

February 18, 2003



ADMINISTRATIVE ORDER NO. 03-2003
Series of 2003

SUBJECT : Delegation of Authority

In the interest of the service and in order not to hamper the operation of this Council, this order is hereby prescribed to delegate administrative authorities and responsibilities to officials and employees of CWC as follows:

I. PERSONNEL MATTER

1. Appointment / MOA

In compliance to CSC laws, rules and regulations and based on the CSC Accreditation Program of CSC, the CWC is hereby granted to take final action on appointments:

	<u>Recommending</u>	<u>Approving</u>
A.) Permanent Positions		
All position levels	PSB through DED	Executive Director
B.) Personnel Working under Contract of Service	Admin. Off. IV	Dep. Exec. Dir. CWC

Final interview of applicants for all positions shall be done by the Deputy Executive Directors concerned.

2. Request for Travel Authority (TO), Special Order (SO) and / or engage in official business (OB) outside.

A.) Travel Authority/Order

Executive Director (w/in the country)	n/a	
Executive Director (outside the country)	n/a	Office of the Pres.
Deputy Executive Directors	n/a	Executive Director
Rank and File Employees	n/a	Deputy Exec. Dir. CWC

B.) Locator Slip

Division Heads	n/a	Dep. Exec. Dir. CWC
SG 18 below	n/a	Division Heads

C.) Special Order

Deputy Executive Directors	n/a	Executive Director
Rank and File Employees	n/a	Dep. Exec. Dir. CWC

3. Application for Leave (Maternity, SL, VL, SPL, Study Leave) / Monetization of Leave

Executive Director	n/a	Dep. Exec. Dir. CWC
Deputy Executive Directors	n/a	Executive Director
Division Heads	n/a	Dep.Exec. Dir. CWC
SG 18 and below	Div. Heads	Dep. Exec. Dir. CWC

All application for leave of more than thirty (30) days of rank and file employees to Deputy Directors shall be approved by the Executive Director; and the Chairman of the Board for the Executive Director.

4. Daily Time Records

Division Heads	n/a	Dep. Exec. Dir. CWC
SG 18 and below	n/a	Division Heads

5. Foreign or Scholarship Grant

Executive Director	DED-CWC	Office of the President
Deputy Exec. Directors	Exec. Dir	Chairman of the Board
Division Heads	PDC/DED	Executive Director
SG 18 and below	PDC/DH*	Executive Director

* Personnel Development Committee / Division Heads

6. Local Seminars, training, workshop, non-degree trng. Program

Executive Director	n/a	Dep. Exec. Dir. CWC
Deputy Exec. Dir.	n/a	Exec. Director
Division Heads	PDC/DED-CWC	Exec. Director
Sg 18 and below	PDC/ DH	Dep. Exec. Dir. CWC

7. Request for Authority to Render Overtime

Division Heads	n/a	Dep. Exec. Dir. CWC
SG 18 and below	Div. Heads	Dep. Exec. Dir. CWC

8. Notice of Salary Adjustment

Executive Director	n/a	Chairman of the Board
Deputy Exec. Dirs.	n/a	Exec. Directors
Rank and File Employees	n/a	Exec. Directors

9. Payrolls

AO IV Dep. Exec. Dir. CWC / ED

10. Communications

Memorandum	n/a	Dep. Exec. Dir. CWC
Internal Communications	Div. Heads	Dep. Exec. Dir. CWC
Administrative Orders	n/a	Executive Director
Internal Guidelines	n/a	Executive Director
Outgoing Communications	n/a	Executive Director

11. Decision on Administrative Cases

Rank and File Employees	GM Com*	Executive Director
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II. FINANCIAL MATTERS

1. Requisitions of supplies / equipment or request for repair

P10,000 below	Div. Heads	Admin. Off.
P10,000 up	Admin. Off.	Dep. Exec. Dir. CWC

2. Approval of Request for Mtg.	Div. Heads concerned	Dep. Exec. Dir. Concerned / Admin. Officer IV
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3 Purchase Order / MOA/ JOB ORDER

Php 500,000 and below	Admin. Off.	Dep. Exec. Dir. CWC
Above 500,000	Dep. Exec. Dir. Concerned	Executive Director

4. Allotment and Obligations	Budget Officer	Accountant III
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5. Approval of Disbursement Vouchers

Php 500,000 and below	Admin. Off.	Dep. Exec. Dir. CWC
Above 500,000	Dep. Exec. Dir. Concerned	Executive Director

6. Signing / Countersigning of Checks

Php500,000 and below

CWC Concerns	Cashier / AO IV	Dep. Exec. Dir. CWC
ECCD Concerns	Cashier / AO IV	Dep. Exec. Dir. ECCD

Above 500,000

All disbursement	Cashier /AO IV	Executive Director
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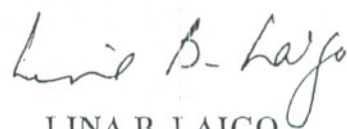
III. PROHIBITIONS

Exercise of the functions / authorities herein provided shall, in all cases be subject to the existing government policies, rules and accounting and auditing rules and regulations.

IV. EXERCISE OF FUNCTIONS BY THE EXECUTIVE DIRECTOR

1. The delegation of functions herein provided shall not preclude the Executive Director from exercising any of the enumerated functions when necessary in the interest of public service.
2. Further, nothing in this Order shall be construed as limiting the power of the Executive Director to review, modify or reverse any action taken by the officials or to issue appointment, initiate transfers, details, reassignment, promotions, and other personnel action in accordance with existing laws.
3. All Orders, Memoranda, Circulars, and previous related issuances inconsistent herewith are deemed repealed or revoked accordingly.

This Order shall take effect immediately.


LINA B. LAIGO
Executive Director