



OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 09-B Series of 2023

AN EXECUTIVE ORDER CONSOLIDATING THE DELEGATION OF AUTHORITY TO SIGN VARIOUS PROCUREMENT TRANSACTIONS AND OTHER DOCUMENTS, AND FOR OTHER PURPOSES

WHEREAS, under Section 37 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, as amended, the Head of Procuring Entity (HoPE) or his duly authorized representative shall immediately issue the Notice of Award (NOA) to the bidder with the Lowest Calculated Responsive Bid (LCRB) or Highest Rated Responsive Bid (HRRB).

WHEREAS, Non-Policy Matter (NPM) Opinion No. 049-2017 issued by the Government Procurement Policy Board (GPPB) provides that, by analogy, the rule on the issuance of NOA, the HoPE may likewise delegate to his duly authorized representative the issuance of Notice to Proceed (NTP) to the winning bidder not later than seven (7) calendar days from the approval of the contract by the appropriate authority.

WHEREAS, to allow the continuous flow of documents and transactions, and speed up its process, there is a need to delegate the governor's authority to sign and approve government documents such as, but not limited to, liquidation reports, payroll, vouchers, NTPs, and NOAs.

NOW, THEREFORE, I, HUMERLITO A. DOLOR, MPA, Ph. D., by virtue of the powers vested in me by Republic Act No. 7160 and other pertinent laws of the Republic of the Philippines as the Provincial Governor of Oriental Mindoro, do hereby promulgate this Executive Order, as follows:

SECTION 1. Documents to be Signed Exclusively by the Governor. The sole authority to sign the following procurement transactions and other documents shall be vested with the Governor, to wit:

1. All Vouchers amounting to One Million Pesos (PhP1,000,000.00) and above.
2. Notices of Award (NOA) and Notices to Proceed (NTP) regarding the procurement of Infrastructure Projects, and Goods and Services with Approved Budget of Contract, amounting to Five Million One Pesos (PhP5,000,001.00) and above.
3. Checks pertaining to Infrastructure Projects, medicine supplies, office supplies, agricultural supplies, animal supplies and all other supplies amounting to One Hundred Thousand Pesos (PhP100,000.00) and above.
4. Approval of Purchase Requests (PR) amounting to One Hundred Thousand Pesos (PhP100,000.00) and above.
5. Checks for the grant of financial assistance barangay and peoples' organizations (PO) amounting to Fifty Thousand Pesos (PhP50,000.00) and above.
6. Checks for the grant of financial assistance to City/Municipalities and National Government Agencies amounting to One Hundred Thousand Pesos (PhP100,000.00) and above.
7. Checks and Vouchers chargeable against the Special Education Fund (SEF).
8. List of Health officials and employees entitled to share on PhilHealth reimbursements and PhilHealth Capitation Fund.
9. Travel Order and/or authority to travel abroad of officials and employees.
10. Disbursement Vouchers and Payrolls under Special Education Fund.

11. Other documents not enumerated in the delegation of authority.

SECTION 2. Delegation of Authority to Sign Various Procurement Transactions and Other Documents. The Provincial Governor delegates the signing of the following documents to the persons hereunder:

1. PA HUBBERT CHRISTOPHER A. DOLOR, MD, MPA, MHA, PAR
Provincial Administrator

- a. Notices of Award (NOA) and Notices to Proceed (NTP) regarding the procurement of Infrastructure Projects, and Goods and Services with Approved Budget of Contract, amounting to Two Million Five Hundred Thousand One Pesos (PhP2,500,001.00) but not more than Five Million Pesos (PhP5,000,000.00).
- b. Vouchers **below** One Million Pesos (PhP1,000,000.00) and all checks pertaining to the following, including those chargeable to Trust Funds except SEF:
 - i. Grant of Financial Assistance to City/Municipalities and National Government Agencies **below** One Hundred Thousand Pesos (PhP100,000.00).
 - ii. Payrolls for Personal Services:
 1. First salary/wages, monetization of leave credits, terminal leave benefits.
 - iii. Maintenance and Other Operating Expenses (MOOE)
 1. All cash advances regardless of funds and expenditures;
 2. Survey expenses;
 3. Office supplies, agricultural supplies, animal supplies, and those distributed to people affected by calamities/disasters/ground conflicts, drugs and medicines, medical laboratory and dental supplies, textbooks and instructional materials and other supplies;
 4. Training expenses such as honoraria, meals and snacks, accommodations, hand-outs, supplies and materials;
 5. Representation expenses;
 6. Gasoline, oil, and lubricants;
 7. Scholarship expenses (for regular employees only);
 8. Repair and maintenance (property, plant, and equipment, public infrastructure, and reforestation projects);
 9. Financial assistance including AICS, ESA, donations, and aids/subsidies;
 10. Membership dues and contributions to organizations; and
 11. Transfer of funds (inter-fund transfers and counterpart funds for implementation of programs and projects.
 - iv. Capital Outlay
 1. Property, Plant, and Equipment;
 2. Cash advances for payment of labor on infrastructure projects;
 3. Construction materials and labor;
 4. Work accomplished (partial and/or full payment) except those chargeable to SEF.
- c. Requisition and Issue Slip (RIS) and Invoice Receipt of Property (IRP).
- d. Other Supporting Documents for Personal Services, MOOE, and Capital Outlay:
 - i. Daily Time Records (DTR) of Department Heads;
 - ii. Applications for Leave of Department Heads, Assistant Department Heads, Division Heads, Heads of Administrative Units, and for all other employees applying for leave for more than three (3) days;

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- iii. Applications for maternity and paternity leave;
- iv. Clearance for sick, maternity leave, and travel abroad;
- v. Notice of salary or step increment;
- vi. Travel Order of Department Heads and employees;
- vii. Purchase Orders (PO) amounting to One Million One Pesos (PhP1,000,001.00) and above including those chargeable to Trust Funds;
- viii. Project proposal and designs;
- ix. Summary of payroll of employees under Job Order.

e. Other Documents

- i. Loan application forms of PGOM personnel;
- ii. Indorsement letter address to the Sangguniang Panlalawigan securing authority for the Governor to enter into a contract, Memoranda of Agreement and Understanding.

f. Reports

- i. Liquidation Reports such as Fund Utilization Reports, Statement of Receipt and Disbursements and other similar reports.

2. **EnP JOSE MARIA S. DALUPAN**

Executive Assistant IV
Management Support Staff Division (MSSD)
Governor's Office (GO)

- a. Notices of Award (NOA) and Notices to Proceed (NTP) regarding the procurement of Infrastructure Projects, and Goods and Services with Approved Budget of Contract, in the amount of Two Million Five Hundred Thousand Pesos (PhP2,500,000.00) and below.

- b. Vouchers below One Million Pesos (PhP1,000,000.00), pertaining to the following:

i. Payrolls for the following Personal Services:

- 1. All payrolls for salaries and wages, Representation and Transportation Allowance (RATA), Hazard Pay, Midyear Bonus, Year-end Bonus, Cash Gift, Productivity Incentive Bonus (PIB), and other benefits;
- 2. Remittance of taxes withheld due to the Bureau of Internal Revenues (BIR) contributions and loan payments to Government Service Insurance System (GSIS), PhilHealth, Home Development Mutual Fund (HDMF/Pag-ibig), Landbank of the Philippines (LBP), Development Bank of the Philippines (DBP), and other banks and agencies;
- 3. Refund of withholding tax under the General Fund;
- 4. Refund of loan repayments due to renewal of loan or overpayment of loans.

ii. Maintenance and Other Operating Expenses (MOOE)

- 1. Janitorial, security and other professional services such as salaries of contractual employees and *Programang Pang-edukasyon sa Kalibliban* (PPSKa) Teachers;
- 2. Travelling expenses;
- 3. Communication expenses such as postage and delivery, telephone, mobile internet, cable, telegraph, and radio expenses;
- 4. Transportation and delivery expenses;
- 5. Subscription expenses;
- 6. Water and electricity expenses;
- 7. Advertising expenses;

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8. Printing and binding expenses;
9. Accountable forms (due to National Printing Office), cooking gas, food supplies (patients/inmates subsistence) and other supplies;
10. Taxes, dues, and licenses;
11. Fidelity bond premiums;
12. Insurance expenses;
13. Other MOOEs for honoraria of judges, clerks of court, prosecutor, and resource speakers;
14. Rent expenses;
15. Petty expenses;
16. Payment of Municipal/Barangay share on sand and gravel tax, land tax deposits;
17. Withdrawal of cash bond and ten percent (10%) retention;
18. Remittance of withholding tax to BIR for goods and services.

iii. Capital Outlay

1. Remittance of withholding tax to BIR.

c. Other Supporting Documents for Personal Services, MOOE, and Capital Outlay:

- i. Daily Time Records (DTR) and accomplishment report of concerned Governor's Office staff;
- ii. Applications for leave of employees (3 days and below), except Department Heads, Assistant Department Heads, Division Heads, Heads of Administrative Units;
- iii. Appendix A and B of Itinerary of Travel and Report of Travel Completed (GO including all divisions);
- iv. Obligation Request (OR) – Governor's Office including all Divisions, PR – as requesting officer of MSSD-GO, and RIS – as approving officer on the issuance of office supplies of all supplies (quarterly procurement), and Waste Material Report – MSSD-GO;
- v. Purchase Requests (PR) with an amount below One Hundred Thousand Pesos (PhP100,000.00) not chargeable to Trust Funds;
- vi. Purchase Orders (PO) amounting to One Million One Pesos (PhP1,000,000.00) and below including those chargeable to Trust Funds;

d. Checks pertaining to the following:

- i. Grant of financial assistance to individuals regardless of the amount;
- ii. Grant of financial assistance barangay and peoples' organizations (PO) below Fifty Thousand Pesos (PhP50,000.00)

e. Other Documents

- i. Certification on the availment of loan from GSIS (GO and its divisions);

SECTION 3. Absence of the Provincial Administrator. In the absence of the Provincial Administrator, the Executive Assistant IV is authorized to sign the above-listed documents delegated to the former. However, such authority shall automatically cease upon return to work of the Provincial Administrator.

SECTION 4. Absence of the Executive Assistant IV. In the absence of the Executive Assistant IV, the Provincial Administrator is authorized to sign the above-listed documents delegated to the former. However, such authority shall automatically cease upon return to work of the Executive Assistant IV.

SECTION 5. End-user Representative. The Department Heads or their duly authorized representatives shall be their offices' end-user representatives. They are authorized to sign all documents pertaining thereto.

In the event that the end-user shall be the Governor's Office, **MS. MARIA NENITA D. DALUPAN, Executive Assistant V, MSSD-GO** shall be the signatory.

SECTION 6. Repealing Clause. All executive orders, rules and regulations, and other issuances, or parts thereof inconsistent with this Executive Order are hereby amended, repealed and/or modified accordingly.

SECTION 7. Effectivity. This Executive Order shall take effect immediately upon its approval.

DONE IN THE CITY OF CALAPAN, PROVINCE OF ORIENTAL MINDORO, this 20th day of September, in the Year of our Lord, Two Thousand and Twenty-three.


HUMERLITO A. DOLOR, MPA, PH. D.
Provincial Governor 