



OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 45 Series of 2024

AN EXECUTIVE ORDER UPDATING THE DELEGATION OF AUTHORITY TO SIGN VARIOUS PROCUREMENT TRANSACTIONS AND OTHER GOVERNMENT DOCUMENTS FROM THE GOVERNOR, AND FOR OTHER PURPOSES

WHEREAS, on 20 September 2023, Executive Order No. 9, Series of 2023, as amended, was issued to facilitate the continuous and expedient flow and processing of documents and transactions in the Provincial Government of Oriental Mindoro (PGOM), through the delegation of the governor's authority to sign and approve government documents such as, but not limited to, liquidation reports, payroll, vouchers, and other procurement documents.

WHEREAS, considering the magnitude of duties and responsibilities resting upon Governor, there is a need to delegate the approval and/or signing of pertinent documents which require immediate attention and action, pursuant to applicable laws and issuances.

NOW, THEREFORE, I, HUMERLITO A. DOLOR, MPA, Ph. D., by virtue of the powers vested in me 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 approve and sign the following procurement transactions and government documents shall be vested to the Governor, to wit:

1. All Vouchers above One Million Pesos (PhP1,000,000.00);
2. Checks pertaining to Infrastructure Projects above Five Hundred Thousand Pesos (PhP500,000.00);
3. Checks pertaining to medicine supplies, office supplies, agricultural supplies, animal supplies, and all other supplies above Two Hundred Fifty Thousand Pesos (PhP250,000.00);
4. Approval of Purchase Requests (PR) above One Hundred Thousand Pesos (PhP100,000.00);
5. Checks for the grant of financial assistance above Two Hundred Fifty Thousand Pesos (PhP250,000.00);
6. Checks and Vouchers chargeable against the Special Education Fund (SEF);
7. List of Health officials and employees entitled to share on PhilHealth reimbursements and PhilHealth Capitation Fund;
8. Travel Order and/or authority to travel abroad of officials and employees;
9. Disbursement Vouchers and Payrolls under Special Education Fund; and
10. Other documents not enumerated and/or mentioned in this Executive Order.

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

SECTION 2A. Provincial Administrator:

- a. Checks pertaining to medicine supplies, office supplies, agricultural supplies, animal supplies, and all other supplies amounting to Two Hundred Fifty Thousand Pesos (PhP250,000.00) and below;

AN EXECUTIVE ORDER UPDATING THE DELEGATION OF AUTHORITY TO SIGN VARIOUS PROCUREMENT TRANSACTIONS AND OTHER GOVERNMENT DOCUMENTS FROM THE GOVERNOR, AND FOR OTHER PURPOSES

- b. Checks pertaining to Infrastructure projects amounting to Five Hundred Thousand Pesos (PhP500,000.00) and below
- c. Vouchers amounting to One Million Pesos (PhP1,000,000.00) and below pertaining to the following, except those chargeable to Trust Funds and the SEF:
 - i. Grant of Financial Assistance to City/Municipalities and National Government Agencies below One Hundred Thousand Pesos (PhP100,000.00);
 - ii. Maintenance and Other Operating Expenses (MOOE)
 - 1. All cash advances regardless of funds and expenditures;
 - 2. 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;
 - 3. Training expenses such as honoraria, meals and snacks, accommodations, hand-outs, supplies and materials;
 - 4. Representation expenses;
 - 5. Fuel, oil, and lubricants;
 - 6. Scholarship expenses (for regular employees only);
 - 7. Repair and maintenance (property, plant, and equipment, public infrastructure, and reforestation projects);
 - 8. Financial assistance including AICS, ESA, donations, and aids/subsidies; and
 - 9. Transfer of funds (inter-fund transfers and counterpart funds for implementation of programs and projects).
 - iii. Capital Outlay
 - 1. Property, Plant, and Equipment;
 - 2. Cash advances for payment of labor on infrastructure projects;
 - 3. Construction materials and labor; and
 - 4. Work accomplished (partial and/or full payment) except those chargeable to SEF and other Trust Funds.
- d. Requisition and Issue Slip (RIS) and Invoice Receipt of Property (IRP).
- e. 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 and Assistant Department Heads;
 - iii. Applications for maternity and paternity leave of Department Heads and Assistant Department Heads;
 - iv. Clearance for sick, maternity leave, and travel abroad of Department Heads and Assistant Department Heads;
 - v. Notice of salary or step increment of Department of Heads and Assistant Department Heads;
 - vi. Travel Order of Department Heads and employees; and
 - vii. Project proposal and designs.

AN EXECUTIVE ORDER UPDATING THE DELEGATION OF AUTHORITY TO SIGN VARIOUS PROCUREMENT TRANSACTIONS AND OTHER GOVERNMENT DOCUMENTS FROM THE GOVERNOR, AND FOR OTHER PURPOSES

- f. Endorsement letter addressed to the *Sangguniang Panlalawigan* to request the Governor's authority to sign and enter into Agreements, Contracts, Deeds, and other similar contractual undertakings; and
- g. Liquidation Reports such as Fund Utilization Reports, Statement of Receipt and Disbursements and other similar reports

SECTION 2B. Executive Assistant IV, Governor's Office-Management Support Staff Division (GO-MSSD)

- a. Notices of Award (NOA) and Notices to Proceed (NTP) regarding the procurement of Infrastructure Projects and Goods and Services;
- b. Vouchers amounting to One Million Pesos (PhP1,000,000.00) and below, 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; and
 5. First salary/wages, monetization of leave credits, terminal leave benefits.
- c. Maintenance and Other Operating Expenses (MOOE)
 - i. Janitorial, security and other professional services such as salaries of contractual employees and *Programang Pang-edukasyon sa Kalibliban* (PPSKa) Teachers;
 - ii. Travelling expenses;
 - iii. Communication expenses such as postage and delivery, telephone, mobile internet, cable, telegraph, and radio expenses;
 - iv. Transportation and delivery expenses;
 - v. Subscription expenses;
 - vi. Water and electricity expenses;
 - vii. Advertising expenses;
 - viii. Printing and binding expenses;
 - ix. Accountable forms (due to National Printing Office), cooking gas, food supplies (patients/inmates subsistence) and other supplies;
 - x. Taxes, dues, and licenses;
 - xi. Fidelity bond premiums;

AN EXECUTIVE ORDER UPDATING THE DELEGATION OF AUTHORITY TO SIGN VARIOUS PROCUREMENT TRANSACTIONS AND OTHER GOVERNMENT DOCUMENTS FROM THE GOVERNOR, AND FOR OTHER PURPOSES

- xii. Insurance expenses;
 - xiii. Other MOOEs for honoraria of judges, clerks of court, prosecutor, and resource speakers;
 - xiv. Rent expenses;
 - xv. Petty expenses;
 - xvi. Payment of Municipal/Barangay share on sand and gravel tax, land tax deposits;
 - xvii. Withdrawal of cash bond and ten percent (10%) retention;
 - xviii. Remittance of withholding tax to BIR for goods and services;
 - xix. Survey expenses; and
 - xx. Membership dues and contributions to organizations.
- d. Capital Outlay
- i. Remittance of withholding tax to BIR.
- e. 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, including applications for maternity and paternity leave of employees, except Department Heads and Assistant Department Heads;
 - iii. Appendix A and B of itinerary of Travel and Report of Travel Completed (GO including all divisions);
 - iv. Obligation Request (ObR) – 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 of One Hundred Thousand Pesos (PhP100,000.00) and below, not chargeable to Trust Funds and SEF;
 - vi. Purchase Orders (PO) except those chargeable to Trust Funds and SEF;
 - vii. Clearance for sick, maternity leave, and travel abroad of employees, except those of Department Heads and Assistant Department Heads;
 - viii. Notice of salary or step increment of employees, except those of Department Heads and Assistant Department Heads;
 - ix. Travel Orders of employees, except those of Department Heads and Assistant Department Heads, and
 - x. Summary of payroll of employees under Job Order.
- f. Checks pertaining to the following:
- i. Grant of financial assistance amounting to Two Hundred Fifty Thousand Pesos (PhP250,000.00) and below.
- g. Certification on the availment of loan from GSIS of GO and its divisions and Loan application forms of PGOM personnel

AN EXECUTIVE ORDER UPDATING THE DELEGATION OF AUTHORITY TO SIGN VARIOUS PROCUREMENT TRANSACTIONS AND OTHER GOVERNMENT DOCUMENTS FROM THE GOVERNOR, AND FOR OTHER PURPOSES

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, GO-MSSD** shall be the signatory.

SECTION 6. Repealing Clause. Executive Order Nos. 9, 9-A, and 9-B, Series of 2023, other executive orders, rules, 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 11th day of October, in the Year of our Lord, Two Thousand and Twenty-Four.


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