



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2023-03-0011 *mw*

DELEGATION OF AUTHORITY

For administrative and financial efficiency in the Department of Energy (DOE), the following guidelines on the Delegation of Authority are hereby modified/amended accordingly for compliance of all concerned.

I. **COVERAGE.** These guidelines on Delegation of Authority shall be observed and adopted by all officials and employees of the DOE.

II. **ADMINISTRATIVE MATTERS**

A. APPOINTMENTS

The following shall be approved and signed by the Secretary:

1. Appointments for 1st and 2nd level positions, regardless of employment status;
2. Recommendations to the President of the Philippines for appointment of 3rd level officials; and
3. Appointments for Foreign-Assisted Projects.

B. DESIGNATION OF OFFICER-IN-CHARGE (OIC)

The designation of an OIC shall be as follows, subject to pertinent Civil Service rules:

POSITION	APPROVING AUTHORITY
Undersecretary	Secretary
Assistant Secretary	Concerned Undersecretary
Bureau, Service, Field Office Director or Head of Office	Concerned Undersecretary or Assistant Secretary
Division Chiefs	Concerned Undersecretary or Assistant Secretary (if thirty [30] calendar days or more) Bureau, Service or Field Office Director (if less than thirty [30] calendar days)

In the case of Division Chiefs, the designation of an OIC must comply with the provisions of the Revised Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) issued by the Civil Service Commission (CSC).

C. SECONDMENT, DETAIL, REASSIGNMENT OR RECALL OF PERSONNEL

1. The secondment, detail, reassignment or recall of personnel shall be approved and signed by the Secretary, as endorsed by the concerned Undersecretary or Assistant Secretary through the recommendation of the Bureau, Service or Office Director.
2. The acceptance of seconded personnel shall be approved by the Secretary before the assumption to office in the Department of said seconded personnel. A Special Order (SO) for this purpose shall be issued by the Secretary assigning the seconded personnel to a specific office within the Department.

D. LEAVE OF ABSENCE AND OFFICE CLEARANCE

The Leave of Absence (LOA) of the Undersecretary and Assistant Secretary, regardless of the number of days, shall be approved and signed by the Secretary.

For the Bureau, Service, Field Office Director or Head of Office, their LOA, regardless of the number of days, shall be approved by the concerned Undersecretary or Assistant Secretary.

The LOA of rank-and-file employees or employees up to the Division Chief level, shall be approved as follows:

PERIOD	APPROVING AUTHORITY
Thirty (30) calendar days or more	Concerned Undersecretary or Assistant Secretary
Less than thirty (30) calendar days	Concerned Bureau, Service, Field Office Director or Head of Office

Provided that the LOA for thirty (30) calendar days or more, regardless of position, shall be accompanied by Office Clearance duly approved by the concerned Undersecretary or Assistant Secretary.

E. OFFICE CLEARANCE BY REASON OF RETIREMENT, RESIGNATION OR SEPARATION

All applications for Office Clearance by reason of retirement, resignation or separation shall be processed upon the recommendation of the concerned Bureau, Service, Field Office Director or Head of Office.

The Secretary shall be the approving authority of said Office Clearance of all DOE officials and personnel.

The Human Resource Management Division (HRMD) shall prepare the corresponding endorsement memorandum to concerned officials in relation

to the applications for Items D and E hereof, which shall only be endorsed for approval if there is a duly accomplished DOE Office Clearance.

F. TRAVEL AUTHORITY/ORDER¹

Local Travel

The Travel Order for official local travels shall be approved as follows:

DESIGNATION	APPROVING AUTHORITY
Undersecretary and Assistant Secretary	Secretary
Directors or Head of Office, regardless of the number of days	Concerned Undersecretary or Assistant Secretary
Rank-and-file employees, regardless of the number of days	Concerned Bureau, Service or Field Director

Foreign Travel

Pursuant to Section 8 of Department Order (DO) No. DO2021-100016, all Travel Authorities for official foreign travels, regardless of the length of travel, shall be subject to the approval of the Secretary or his authorized representative.

The nominations of rank-and-file employees (all employees up to Division Chief level) to local and foreign study (training/scholarship programs) and non-study (meetings, workshops, speaking engagements, etc.) shall first be endorsed by the concerned Undersecretary or Assistant Secretary to the Personnel Development Committee (PDC). However, focal or alternate focal persons and technical staff designated through an SO signed by the Secretary shall no longer undergo the usual PDC procedures and deliberations for non-study engagements. Provided however, that HRMD shall endorse the Travel Authority prior to the approval of the Secretary or his authorized representative.

For personal foreign travels, the Travel Authority shall be approved and signed as follows:

DESIGNATION	APPROVING AUTHORITY
Undersecretaries, Assistant Secretaries, Directors, and Heads of Offices	Secretary
Rank-and-file employees	Undersecretary for Administrative Services (AS)

¹ Amending for the purpose Section 24 of DO2021-100016 (Policy Guidelines on Foreign or Local Official Travel)
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G. GRANT OF AUTHORITY TO TEACH, TO ENGAGE IN PRIVATE PRACTICE OF PROFESSION, AND AUTHORITY TO DRIVE

The authority to teach, and the authority to engage in private practice of profession shall be granted/approved by the Secretary, pursuant to Section 18, Rule XIII of the Revised ORAOHRA.

The authority to drive shall be granted/approved by the Undersecretary for AS, pursuant to Section 361, Chapter 4 of the Government Accounting and Auditing Manual (GAAM).

In any case, the appointing officer/authority may delegate the authority to a next-in-rank official in the same agency, as authorized by law, to sign on his behalf through an SO.

H. ISSUANCES OF ORDERS, MEMORANDA, CIRCULARS, LETTERS AND RELATED COMMUNICATION

The following shall be approved and signed by the Secretary:

1. Department Circulars, Department Orders, Memorandum Orders, Special Orders, Advisories, Inter-Agency Energy Efficiency and Conservation Committee Resolutions and other Rules, Regulations and Guidelines issued by the DOE;
2. All communications addressed to the President, Vice President, Senators, Speaker of the House of Representatives, Chief Justices and Associate Justices of the Supreme Court, Court of Appeals and Court of Tax Appeals, Ombudsman and Sandiganbayan, Heads of Constitutional Commissions, Solicitor General, Secretaries of various Departments in the executive branch, key officials of the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) and foreign dignitaries;
3. All Cabinet committee documents, as well as concurrence to international agreements/commitments;
4. Contracts, Memoranda of Agreement/Understanding (MOAs/MOUs) and equivalent instrument to be entered into by the Secretary and similar other agreements involving the commitment of DOE personnel, funds, facilities, etc.;
5. Deed of Donation/Deed of Sale;
6. Grant of Authority to Teach, to Engage in Private Practice of Profession;
7. Approval of Schedule of Fees and Charges;
8. Approval of the Citizen's Charter;
9. Approval for Direct Connection Application;
10. Approval, Extension, Cancellation and Termination of Renewable Energy Service Contract (RESCs) and other similar actions on the RESCs;

11. Endorsement to the Office of the President of the Award and Renewal of Petroleum Service Contracts (PSCs);
12. Change of sub-phase work commitment of Service Contractors under PSC;
13. Block Reconfiguration of PSC;
14. Approval and Award of Coal Operating Contracts (COCs);
15. Amendment, Transfer of Rights and Obligations, Suspension due to Force Majeure, Moratorium, Cancellation/Termination of PSCs and COCs; and
16. Approval of Tax Exemption Certificates (TECs) for Importation and Exportation pursuant to Presidential Decree (PD) No. 87 and PD 972 under DOE DC2018-03-0006, specifically on the following items:
 - Transport vehicles and fuels; and
 - Those that, upon determination by the Energy Resource Development Bureau (ERDB), do not clearly satisfy the condition of being the actual, direct and exclusive use for the activity/purpose allowed by both PD 87 and PD 972, as amended.

All outgoing communications such as regular/routinary reports submissions to other government agencies, reply to letters of invitations, requests for information/data/records, queries and related communications affecting the policies, plans and programs of the DOE not addressed to the officials mentioned in the preceding paragraph, shall be signed by the concerned Undersecretary, Assistant Secretary, Bureau, Service, Field Office Director or Head of Office, or in their absence, their designated OIC.

All other communications relating to matters within the areas of responsibility of the different Undersecretaries, Assistant Secretaries, Bureau, Service, Field Office Directors and Heads of Offices, shall be respectively signed by them.

I. TRIP TICKET

Department Proper

The Trip Ticket (TT) shall be approved by the following officials and personnel:

REQUESTING OFFICE/ EMPLOYEES	APPROVING OFFICIAL
Undersecretary or Assistant Secretary	Supervising Undersecretary for AS
Bureau, Service, Field Office Director or Head of Office	Concerned Undersecretary or in his/her absence, the concerned Assistant Secretary
Rank-and-file employees	Bureau, Service, Field Office Director or Head of Office

J. REQUEST FOR OVERTIME

The Secretary shall approve requests for authority to render overtime services indicating the names of personnel, the purpose or expected outputs, and the specific period of such services pursuant to 13.2 of CSC-DBM Joint Circular No. 1, series of 2015, or the "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees".

K. REQUEST FOR OUTSOURCED MANPOWER

Request for outsourced manpower shall be approved by the Undersecretary for AS.

L. STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)

The SALN of the DOE officials and employees shall be signed under oath before an administering officer. In order to facilitate the timely filing and submission of the SALN, the following officials are hereby authorized to administer the oath to declarants of their respective SALNs²:

- For officials and employees in the Central Office – the heads of offices; and
- For officials and employees in the Field Offices – Director III.

M. MEMORANDUM OF AGREEMENT, MEMORANDUM OF UNDERSTANDING, WORK IMMERSION & INTERNSHIP PROGRAM WITH UNIVERSITIES AND COLLEGES

The Director for AS shall be authorized to sign MOA or MOU with schools, colleges, universities, or other educational institutions in relation to Internship Programs, On-the-Job-Training, and Work Immersion. The AS Director is likewise authorized to enter into agreement incidental to matters therein without involving release of public funds pursuant to administrative functions.

N. SUPPLY AND PROPERTY MANAGEMENT REPORTS TO BE SUBMITTED TO OTHER GOVERNMENT AGENCY

The Report of Physical Count of Property, Plant & Equipment (RPCPPE) and Report of Physical Count of Semi-Expendable Items (RPCSEI) shall be signed and approved by the Undersecretary for AS, as duly authorized by the Secretary through the issuance of an SO. (*Appendix 73, Government Accounting Manual*).

O. DEED OF DONATION, DEED OF SALE AND OTHER DOCUMENTS WITH REGARD TO MODES OF DISPOSING GOVERNMENT PROPERTY

Pursuant to Section 2.2 (c) of National Budget Circular No. 425, the Disposal Committee's function includes recommendation to the Secretary on the

² Office Memorandum No. 13 s. 2013 dated 25 February 2013.

manner of disposing government properties that is no longer serviceable or needed by the agency to which it belongs.

The authority or responsibility for disposal/divestment of property and other assets owned by the National Agency shall be lodged in the heads of the agencies, thus it must be noted that these properties may be transferred to another agency without cost or appraised value upon the approval of the Secretary. (Section 5 of the Government Auditing and Accounting Manual, Section 76 of P.D. 1445 and COA Circular No. 89-296)

III. FINANCIAL MATTERS

A. REQUEST FOR SERVICES AND APPROVAL OF CONDUCT OF ACTIVITIES

The approval of request for services and conduct of activities shall be as follows:

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP10.0 M	Concerned Undersecretary or in his/her absence, the concerned Assistant Secretary	Secretary
PhP1.0 M to PhP10.0 M	Concerned Assistant Secretary or in his/her absence, the concerned Bureau, Service, Field Office Director or Head of Office	Undersecretary or in his/her absence, the concerned Assistant Secretary
Below PhP1.0 M	Concerned Division Chief	Bureau or Service Director

Field Offices

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP5.0 M	Concerned Undersecretary or Assistant Secretary	Secretary
PhP500,000.00 to PhP5.0 M	Concerned Assistant Secretary or Field Office Director	Undersecretary or in his/her absence, the concerned Assistant Secretary
PhP500,000 and below	Division Chief	Field Office Director

B. APPROVAL OF BIDS AND AWARDS COMMITTEE (BAC) RELATED DOCUMENTS

1. Purchase Order (PO) and Purchase Request (PR) shall be approved and signed as follows:

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP10.0 M	Concerned Undersecretary	Secretary
PhP5.0 M to PhP10.0 M	Concerned Assistant Secretary	Concerned Undersecretary
PhP1.0 M to below PhP5.0 M	Concerned Bureau, Service, Field Office Director or Head of Office	Concerned Undersecretary or Assistant Secretary
Below PhP1.0 M	Concerned Division Chief	Bureau, Service, or Field Office Director

2. BAC Resolutions, Notice of Award and Notice to Proceed shall be approved and signed as follows:

AMOUNT INVOLVED	APPROVING/SIGNING AUTHORITY
More than PhP10.0 M	Head of the Procuring Entity (HoPE)
PhP10.0 M and below	Alternate HoPE

C. APPROVAL OF THE ANNUAL PROCUREMENT PLAN (APP), SUPPLEMENTAL ANNUAL PROCUREMENT PLAN (SAPP), PROCUREMENT-RELATED CONTRACTS AND MEMORANDUM OF AGREEMENT AND PROCUREMENT REPORTS

1. The APP shall be approved and signed by the HoPE.
2. The SAPP shall be approved and signed as follows, if the aggregate amount is:

AMOUNT INVOLVED	APPROVING/SIGNING AUTHORITY
More than PhP10.0 M	HoPE
PhP10.0 M and below	Alternate HoPE

3. Procurement-related contracts and MOA shall be approved and signed as follows:

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP10.0 M	Concerned Undersecretary	Secretary
PhP5.0 M to PhP10.0 M	Concerned Assistant Secretary	Concerned Undersecretary
PhP1.0 M to below PhP5.0 M	Concerned Bureau/Service Director	Concerned Undersecretary or Assistant Secretary
Below PhP1.0 M	Concerned Division Chief	Concerned Bureau or Service Director

Field Offices

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP5.0 M	Concerned Undersecretary or Assistant Secretary	Secretary
PhP3.0M to PhP5.0 M	Concerned Assistant Secretary or Field Office Director	Undersecretary
PhP500,000 to PhP3.0 M	Field Office Director	Concerned Undersecretary or Assistant Secretary
PhP500,000 and below	Division Chief	Field Office Director

4. Other procurement reports such as but not limited to the Procurement Monitoring Report, Agency Performance Compliance Performance Index and Certificate of Early Procurement, shall be signed and approved by the Alternate HoPE.

D. DISBURSEMENT VOUCHER

The payrolls for regular/plantilla officials/employees and Transfer of Collection from DOE Trust Fund Account to the National Treasury Account shall be approved by the Director for AS without limit.

The payrolls for Contract of Service (COS), Job Order (JO) and outsourced manpower/personnel shall be endorsed by the concerned Bureaus, Services or Offices and approved by the concerned Undersecretary or Assistant Secretary.

Other Disbursement Vouchers shall be approved as follows:

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP10.0 M	Concerned Undersecretary	Secretary
PhP5.0 M to PhP10.0 M	Concerned Assistant Secretary	Undersecretary
PhP1.0 M to below PhP5.0 M	Concerned Bureau, Service Director or Head of Office	Concerned Undersecretary or Assistant Secretary
Below PhP1.0 M	Concerned Division Chief	Bureau or Service Director

Field Offices

AMOUNT INVOLVED	RECOMMENDING APPROVAL	APPROVING AUTHORITY
Above PhP1.0 M	Concerned Assistant Secretary	Undersecretary
Above PhP500,000 to Below PhP1.0 M	Field Office Director	Concerned Undersecretary or Assistant Secretary
Below PhP500,000	Division Chief	Field Office Director

E. SCHEDULE OF FEES AND CHARGES

Pursuant to DBM-COA-NEDA Joint Circular No. 01-2013, the rates of fees and charges shall be approved by the Secretary.

IV. COMPLIANCE WITH REPUBLIC ACT NO. 11032 OR THE EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018

Pursuant to Anti-Red Tape Authority (ARTA) MC No. 7, series of 2020, or the "Guidelines on the Designation of a Committee on Anti-Red Tape (CART) in the Agencies Concerned in Compliance with RA 11032", the DOE- Ease of Doing Business Committee (DOE-EODBC) shall serve as the DOE-CART and shall ensure that all complaints forwarded by the Presidential Complaint Center, CSC's Contact Center ng Bayan, and Complaint Action Center of ARTA are acknowledged, received, responded to and/or acted upon within the designated period as prescribed by law.

The Compliance Report, as mandated by Administrative Order 23, series of 2020, titled "Eliminating Overregulation to Promote Efficiency of Government Processes," shall be submitted to ARTA, duly signed, and approved by the DOE-Ease of Doing Business Committee Chairperson.

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Moreover, the Citizen's Charter shall be approved and signed by the Secretary.

V. ENERGY VIRTUAL ONE-STOP SHOP (EVOSS)

If delegated by the EVOSS Steering Committee Chairman (Office of the President), the DOE Secretary shall be the signatory of EVOSS-related documents to other agencies.

VI. DISQUALIFICATION OF RENEWABLE ENERGY SERVICE CONTRACTS (RESC) APPLICATIONS

As provided under Section 19.2.2 (c) of the Omnibus Guidelines Governing the Award and Administration of Renewable Energy Contracts and the Registration of Renewable Energy Developers, the concerned Assistant Secretary shall approve and sign the disqualification of RESCs applications.

VII. PLEADINGS, MEMORANDA, MOTIONS AND OTHER SIMILAR DOCUMENTS TO BE FILED BY THE DOE

In the exercise of the Secretary's discretionary authority and in the exigency of service, the Secretary may designate and/or authorize an official to sign on his behalf through a Special Power of Attorney (SPA) or SO.

VIII. GENERAL PROVISIONS. It is understood that all other documents not covered by this Delegation of Authority or an SPA or SO are to be acted upon and signed by the Secretary.

Field Offices, Bureaus, and Services are hereby directed to formulate and issue operational guidelines for the effective and efficient implementation of the purposes of this Delegation of Authority.

Any amendment to this Delegation of Authority shall be signed and issued by the Secretary.

IX. SEPARABILITY CLAUSE. If any part, section, or provision of this DO is held invalid or unconstitutional, other provisions not affected therein shall remain in full force and effect.

X. REPEALING CLAUSE. All DOs, issuances, and resolutions on the delegation of authority, or parts thereof inconsistent with the provisions of this DO are hereby repealed, amended, or modified accordingly.

XI. EFFECTIVITY. This DO shall take effect immediately and shall remain in effect unless revoked or modified accordingly by the undersigned or other competent authority.


RAPHAEL P.M. LOTILLA
Secretary

