

MEMORANDUM NO 30  
Series of 1984

T O: All Concerned

SUBJECT: Additional Delegated Authority

In addition to the delegation of authority provided for in Memo Circular No. 7, Series of 1982, the undersigned is further delegating the signing and approval of the following financial papers to staff members concerned:

1. The Administrative Officer:

- a) all payrolls and vouchers for salaries
- b) leaves of absence from 1-29 days
- c) vouchers in the amount of ₱25,000.00 and below
- d) DTRs and leaves of administrative staff
- e) checks for payment of college obligations as long as the voucher has been duly approved.

2. The Head of the Operations Management Office -- is authorized to analyze and summarize consumption reports and approve the following:

- a) all SIVs and Reports of Waste Materials
- b) Project Reports.

3. The Director of Instruction, Research and Extension, RTC-RD, Graduate School, RCRC, and PRCRTC -- are also authorized to approve vouchers and payrolls in the amount of ₱5,000.00 and below except cash advances as well as approve requests for overtime work and work on Saturdays and Holidays provided that funds for this purpose are available.

COA rules and regulations shall be adhered to in the exercise of this delegated authority to avoid suspensions and disallowances during post-audit. Furthermore, economy, effectiveness and efficiency should be observed by the approving officials.

For compliance.

  
F. A. BERNARDO  
President

cc: Dept/Center/Office Heads  
College Secretary  
Auditor  
Records

/dpa