



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>

**CIRCULAR
 NO. 2016-11**

SUBJECT : DELEGATION OF AUTHORITY

DATE : July 21, 2016

In the exigency of the service, the following officials are hereby authorized to act on, approve and sign the following, in behalf of the Secretary of the Interior and Local Government, to wit:

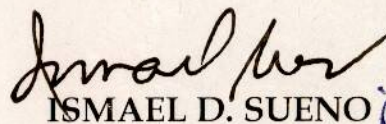
PARTICULARS	RECOMMENDING	APPROVAL
1. Movement/Reassignment/Detail of personnel ABOVE Division Chief, LG Sector	Region/Bureau/Service Chiefs/LGA Exec. Director/ Asec for AHRD	USLG
2. Movement/Reassignment/Detail of personnel BELOW Division Chief, LG Sector	Respective Heads of Offices	Region/Bureau/Service Chiefs/LGA Exec. Director/ Asec for AHRD
3. Movement/Reassignment/Detail of personnel above Division Chief or equivalent, Interior Sector	Heads of Offices concerned/ Asec for AHRD	HEA (BFP/BJMP/PPSC) USEC Cuy (PNP/NAPOLCOM)
4. Foreign Travel of personnel including attendance in trainings, conferences, seminars, workshops and similar activities of USEC/ASEC/HEA/ Directors or its equivalent in the interior and local government sector	USLG (LG Sector) HEA (BFP/BJMP/PPSC) USEC Cuy (PNP/NAPOLCOM)	SILG
5. Foreign Travel of personnel including attendance in trainings, conferences, seminars, workshops and similar activities of <u>below</u> USEC/ASEC/HEA/ Directors in the interior and local government sector	Asec for AHRD	USLG (LG Sector) HEA (BFP/BJMP/PPSC) USEC Cuy (PNP/NAPOLCOM)
6. Local travel outside official station of Region/Bureau/Service Chiefs/LGA Exec. Director, LG Sector	Asec for AHRD	USLG

PARTICULARS	RECOMMENDING	APPROVAL
7. Local travel outside official station of personnel below Region/Bureau/Service Chiefs/LGA Exec. Director, LG Sector	Immediate supervisor/ Asec for AHRD	Region/Bureau/Service Chiefs/LGA Exec. Director/
8. Approval of Leave of Absence of Region/Bureau/Service Chiefs/LGA Exec. Director and Heads of Offices (1 to 30 calendar days)	Asec for AHRD	USLG (LG Sector) HEA (BFP/BJMP/PPSC) USEC Cuy (PNP/NAPOLCOM)
9. Approval of Leave of Absence of personnel below Region/Bureau/Service Chiefs/LGA Exec. Director, Heads of Offices (1 to 60 calendar days)	Immediate supervisor	Region/Bureau/Service Chiefs/LGA Exec. Director/ Asec for AHRD/ Heads of Offices of BFP, BJMP and PPSC/ Usec Cuy
10. Approval of Leave of Absence of Region/Bureau/Service Chiefs/LGA Exec. Director, Heads of Offices (31 to 365 calendar days)	USLG (LG Sector) HEA (BFP/BJMP/PPSC) USEC Cuy (PNP/NAPOLCOM)	SILG
11. Approval of Leave of Absence of personnel below Region/Bureau/Service Chiefs/LGA Exec. Director, Heads of Offices (61 to 180 calendar days)	Asec for AHRD	USLG (LG Sector) HEA (BFP/BJMP/PPSC) USEC Cuy (PNP/NAPOLCOM)
12. Approval of Leave of Absence of personnel below Region/Bureau/Service Chiefs/LGA Exec. Director, Heads of Offices (181 to 365 calendar days)	USLG (LG Sector) HEA (BFP/BJMP/PPSC) USEC Cuy (PNP/NAPOLCOM)	SILG
13. Authority to purchase vehicles for LGUs	Director, BLGS	USLG
14. Travel Authority of Local Officials and employees	Director, BLGS	USLG

Further, the approval of the appointments of the following are hereby delegated to the Undersecretary for Local Government, to wit:

PARTICULARS	RECOMMENDING
SG 24 to 25 (Division Chief level) DILG-Central/Regional Office/LGA personnel	Central Selection and Promotion Board
Salary Grade 23 and Below - DILG-Central Office	Central Selection and Promotion Board
Co-terminus personnel for Central/LGA	Head of Office
Hiring/Renewal of Job Orders/Contracts of Service/Contractuals/Consultants	ASEC for Administration/ Director, AS
SG 23 and above - PPSC	PPSC President

This Circular shall take effect retroactive to July 1, 2016 or unless sooner revoked or amended accordingly.


ISMAEL D. SUENO
Secretary

