

**Republic of the Philippines
DEPARTMENT OF ENERGY**

DEPARTMENT ORDER NO. DO2005-05-008

**DELEGATING AUTHORITY TO UNDERSECRETARIES
TO ACT ON LOCAL TRAVEL ORDERS (LTOs)
AND APPLICATION FOR LEAVES OF ABSENCE (LOAs)**

WHEREAS, Administrative Order No. 103 was issued by the President of the Philippines directing the continued adoption of austerity measures in the government;

WHEREAS, Section 1, Item (a) 2 of A.O. 103 directed the suspension of all local travels unless urgently necessary and allowed by the Secretary;

WHEREAS, pursuant to A.O. 103, Implementing Guidelines were issued by the Department of Energy (DOE) on 15 September 2004 requiring Heads of bureaus / services / offices to submit quarterly a prioritized and rationalized local travel schedule of Department personnel, for the approval of the Secretary;

WHEREAS, existing DOE Guidelines on Long Leave of Absences (30 days or more) shall have to be approved by the Department Secretary;

WHEREAS, Section 7 (8), Chapter 2, Book IV of the Administrative Code of 1987 (Executive Order No. 292) authorizes the Secretary to “delegate authority to offices and employees under the Secretary’s direction;

WHEREAS, it is necessary to delegate authority to Undersecretaries to act on administrative matters and to facilitate the processing of necessary papers and implementation of services related thereto;

NOW THEREFORE, in view of the foregoing premises, the following authority and responsibilities are hereby delegated:

1. The Undersecretary(ies) shall exercise the authority to approve the quarterly schedule of prioritized and rationalized local travels of Department personnel as submitted by Assistant Secretaries, Bureau Directors and Service Directors under their direct supervision. After such approval by the concerned Undersecretary, the respective Directors shall approve relevant documents such as Travel Order, Itinerary of Travel, etc.

- 1.1 Upon completion of local travels, concerned officials/employees shall submit feedback reports to the Offices of the Undersecretary, through the Offices of the Assistant Secretary and Director, detailing the outcome or results of the local travel and the liquidation of travel expenses, in accordance with the usual accounting and auditing rules and regulations.
 - 1.2 For feedback reports that are deemed important to policy and/or operations, employees and officials are encouraged to provide immediate copy(ies) to the OSEC.
 - 1.3 For monitoring purposes, the Administrative Services with the assistance of the Financial Services shall submit to the Office of the Secretary the list of authorized completed local travels, including the outputs/outcomes realized therefrom and the costs incurred therefor.
 - 1.4 It is understood that approval and completion of LTOs shall be based on performance and financial accountability, prioritizing only those that are absolutely necessary in the exigencies of the service and adhering to financial prudence at all times.
2. The Undersecretaries shall likewise exercise the authority to approve applications by Department personnel for vacation/sick leaves of the absence of 30 days or more as endorsed by the Directors under the Undersecretary's direct supervision.
3. For purposes of this Order and until such time that functional accountability is re-defined, the following internal arrangements shall be observed in the approval of LTOs and LOAs:
 - 3.1 Employees and officials of OIMB, ERTLS, EUMD and NGO shall submit their LTOs/LOAs for approval to the Office of Usec. P.A.A. Abaya.
 - 3.2 Employees and officials of ERDB, EPPB, Admin Services and Financial Services shall submit their LTOs/LOAs for approval to the Office of Usec. G. R. Balce.
 - 3.3 Employees and officials of EPIMB, Legal, ITMS, CWPO, IPO, ECCD and IAS shall submit their LTOs/LOAs to the Office of Usec. M. L. Ocampo for approval.

The Department Order shall take effect immediately.

(Sgd.) RAPHAEL P.M. LOTILLA
Secretary

16 May 2005
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Fort Bonifacio, Taguig City
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