



Republika ng Pilipinas
MINISTRY OF AGRARIAN REFORM
(Ministry of Agrarian Reform)
Tanggapan ng Minister
Diliman, Lungsod ng Quezon
Pilipinas, D-505

In reply, please address:
THE MINISTER
Ministry of Agrarian Reform
P.O. Box No. 2993
Manila

MINISTRY CIRCULAR NO. 16-83
Series of 1983

SUBJECT: Delegation of Administrative and Substantive
Authorities to MAR Regional Directors

The following administrative and substantive authorities which have been delegated to MAR Regional Directors pursuant to Letter of Instructions No. 448 and 895, are hereby reiterated:

- * 1. Exercise appointing authority over the following:
 - a) Original and promotional appointments and reinstatements to positions up to the second level which includes supervising positions below Division Chief, except those mentioned in Ministry Circular No. 1-81, dated January 13, 1981.
- * 2. Approve transfer of personnel within the jurisdiction of the regional office; Provided, that in cases of inter-agency transfer which shall be made by higher authorities, the same shall be done in consultation with the regional directors concerned.
3. Investigate administrative complaints against employees of the region and submit appropriate recommendation to the Minister.
4. Approve sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year.
5. Prepare and submit budget proposals for the region to the Central Office and administer the budget to the Regional Office.
6. Authorize disbursement of funds and accordingly approve vouchers for the payment of obligations pursuant to approved financial and work programs.
7. Approve requisitions for supplies, materials and equipment subject to Central Office approval of a supply procurement program.

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- * 8. Recommend approval/disapproval of claims for benefits under Section 699 of the Revised Administrative Code, subject to the availability of funds.
9. Approve request for overtime services for meal allowance only.
10. Issue travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days.
11. Approve attendance of personnel in conferences, seminars and non-degree training programs within the regions.
12. Authorize the allocation of funds to district/team offices.

Likewise, subject to existing policies, laws, rules and regulations, the following additional authorities are also hereby delegated pursuant to Letter of Instruction No. 1324:

- * 1. Approve resignation of personnel in the first and second level positions except for accountable officers and employees including positions defined under Ministry Circular No. 1-81, series of 1981.
- * 2. Negotiate contracts for services or for furnishing supplies, materials and equipment involving an amount not exceeding P100,000.00 per quarter, or as may be determined to be appropriate for the Ministry.
- * 3. Decide and impose penalties on administrative cases involving offenses where penalty is reprimand, suspension without pay for not more than five days, or fine equivalent to not more than five days.
- * 4. Enter into agreement with other government and private agencies in the implementation of government thrust at the regional level, subject to approval by the Minister.
5. Promulgate administrative issuances pertaining to the regional level.


This Circular shall not in any way be construed to limit the inherent powers of the Minister to review and/or overrule any and all actions taken by MAR Regional Directors as a result of abuse or misuse of these delegated powers.

The MAR Minister shall be furnished copies of such actions taken on the marked (*) delegated functions. In such event, the Minister

can withdraw any and/or all powers previously delegated to such Regional Directors in the interest of public service.

All orders, memoranda and Letters of Instructions which are inconsistent herewith are hereby modified, superseded and/or revoked as the case may be.

Diliman, Quezon City, September 21, 1983.



CONRADO F. ESTRELLA
Minister