

**[ADMINISTRATIVE ORDER NO. 2-W, August 31,
1944]**

**REQUIRING HEADS OF DEPARTMENTS AND CHIEFS OF OFFICES
TO FURNISH THE BUDGET AND FINANCE COMMISSIONER WITH
COPIES OF PLANTILLAS AND APPOINTMENTS OF PERSONNEL
ISSUED OR APPROVED BY THEM, AND AUTHORIZING THE
BUDGET AND FINANCE COMMISSIONER TO APPROVE SUCH
APPOINTMENTS, AND TO ATTEST THE APPOINTMENTS ISSUED
BY THE OFFICE OF THE PRESIDENT.**

WHEREAS, it is essential that the Budget and Finance Commissioner be kept informed of all appointments of personnel in order that he can properly perform his duties in the supervision of the expenditure of the authorized appropriations;

WHEREAS, in order to facilitate approval of appointments to positions not by law vested in the President of the Philippines;

NOW, THEREFORE, I, SERGIO OSMEÑA, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order and decree that:

1. All appointments - original, by transfer, reinstatement or promotion - not by law vested in the President of the Philippines shall be approved by the Budget and Finance Commissioner "By authority of the President," except appointments issued by the Office of the President of the Philippines, which should only be attested to by the said Commissioner.
2. Heads of Departments and Chiefs of Offices shall furnish the Budget and Finance Commissioner with copies of the appointments of personnel which they issue on approval from September first, nineteen hundred and forty-four, as well as certified copies of the plantillas of the personnel respectively under them as of July first, nineteen hundred and forty-four, and thereafter as of July first of each year. Such plantillas shall be typewritten on bond paper, 8 x 10-1/2 inches, and shall show the following information:

Name of employee	Title of position	SALARY		Appropriation Item No.
		Actual	Authorized	

Any subsequent changes in the plantillas should be reported immediately to said