

**[ OP MEMORANDUM ORDER NO. 1, February 12, 2001 ]**

**DELEGATING PRESIDENTIAL AUTHORITIES TO THE PMS HEAD  
FOR THE MANAGEMENT OF THE PRESIDENT'S SOCIAL FUND AND  
OTHER SPECIAL FUNDS ADMINISTERED BY THE PMS**

Pursuant to Memorandum Order No. 184, dated 01 August 1988, designating the Presidential Management Staff (PMS) as the unit in the Office of the President which shall identify, evaluate and recommend to the President the project beneficiaries of the Special Presidential Action for Regional Concerns (SPARC), known as the President's Social Fund (PSF), and to enable the PMS to more effectively and efficiently assist the President in the management of the PSF and Other Special Funds Administered by the PMS, the PMS/PMS Head is hereby authorized to exercise the following functions/authorities on behalf of the President:

1. Review of all requests for assistance from the PSF and Other Special Funds of the President Administered by the PMS;
2. Signing of Memoranda of Agreement/Deeds of Donation (MOAs/DODs) covering projects/ requests approved by the President for assistance/funding from the PSF and Other Special Funds Administered by the PMS;
3. Approval of requests for revision of project specifications and project realignments (e.g.) fund, site, activity/component) and utilization of savings/unused funds of the projects assisted through the PSF and Other Special Funds Administered by the PMS; and,
4. Referral to appropriate government agencies of requests which cannot be accommodated by PSF and Other Special Funds Administered by the PMS.

Further to expedite the processing and release of checks covering the projects/requests approved by the President for funding assistance from the PSF and Other Special Funds administered by PMS, the following procedures shall be adopted:

- a) Disbursement vouchers covering fund releases from the PSF and such other funds shall be processed and payments shall be effected by PMS. Signatories to the vouchers shall be the following:

*Box # 3 ADMO Head, PMS*

*Box # 4 Chief Accountant, PMS*

*Box # 5 Head, PMS*

The PMS Chief Accountant and Cashier shall be in charge of the preparation of vouchers, checks and financial reports as may be needed.