



Republic of the Philippines
OFFICE OF THE MAYOR
City of Manila

EXECUTIVE ORDER NO. 18
Series of 2022

**DELEGATION OF AUTHORITY TO SIGN DISBURSEMENT AND
SUPPORTING DOCUMENTS OF REGULARLY RECURRING
ADMINISTRATIVE, AND OTHER EXPENSES TO THE SECRETARY TO THE
MAYOR**

WHEREAS, under *Section 455 paragraph (b)(5)* in relation to *Section 344 of Republic Act (R.A.) No. 7160, otherwise known as the Local Government Code of 1991*, the approval of disbursement vouchers by the local chief executive shall be required whenever local funds are disbursed;

WHEREAS, *Section 344 of the Local Government Code of 1991* also provides that the local chief executive may delegate approval of disbursement vouchers involving regularly recurring administrative expenses such as payrolls for regular or permanent employees, expenses for light, water, telephone, and telegraph services, remittances to government creditor agencies such as GSIS, SSS, LDP, DBP, National Printing Office, and Procurement Service of the DBM;

WHEREAS, under *Section 12 of Republic Act No. 409 otherwise known as the Revised Charter of the City of Manila*, the Secretary to the Mayor shall perform such duties as the Mayor of Manila may require of him;

THEREFORE, I, **MARIA SHEILAH "HONEY" H. LACUNA-PANGAN, MD, FPDS**, Mayor of the City of Manila, by virtue of the powers vested in me by the 1987 Philippine Constitution, the Local Government Code of 1991, and existing laws, hereby decree the following:

Section 1. Delegation of Authority to the Secretary to the Mayor. The Secretary to the Mayor is hereby authorized to approve and sign disbursements involving regularly recurring administrative expenses and all its supporting documents, regardless of the amount.

Section 2. Limitation of Authority. For purposes of limiting the delegated authority, the Secretary to the Mayor can only sign and approve disbursements related to payrolls for wages, salaries and allowances of regular and permanent employees, payrolls for Job Orders and Contracts of Service (Consultants), expenses for light, water and telephone services, remittances to government agencies, such as GSIS, Philhealth, Pag-ibig and BIR.

Section 3. Non-Delegation. Disbursement of non-recurring expenses shall continue to be approved by the Mayor of the City of Manila.

Section 4. All prior inconsistent orders and issuances, or directives are considered repealed or modified accordingly.

Section 5. This Order consists of only two (2) pages and shall take effect immediately upon issuance.

Section 6. A copy of this Executive Order shall be furnished the Office of the President, Malacañang Palace, pursuant to paragraph (b)(xii), Section 455, the Local Government Code of 1991.

Done this 2nd of August 2022 in the City of Manila, Philippines.



MARIA SHEILAH "HONEY" H. LACUNA-PANGAN, MD, FPDS
Mayor of the City of Manila

ATTESTED BY:



ATTY. MARLON M. LACSON
Secretary to the Mayor