MEMORANDUM ORDER NO. 04
Series of 1994

In the interest of the service and in order to facilitate action on administrative and financial matters involving the operation of the POEA Regional Center for Mindanao, now established in Davao City, the following authority is hereby given to the OFFICER-IN-CHARGE of the Center:

1. Cover all supervision and control of personnel and activities of the Center as well as the POEA Regional Extension Units in Mindanao;

2. Approval of official local travels within Mindanao;

3. Approval of application for sick leave or vacation leave of absence, with or without pay not exceeding one month;

4. Approval of RIV and purchase orders;

5. Approval of Disbursement Voucher;

6. Counter signing of checks for payment;

7. Approval of Financial Reports and proposals; and

8. Issuance of Administrative Orders pertaining to the internal operation of the Center.

The above mentioned authority shall be exercised in accordance with existing government rules and regulations. Action on administrative and financial matters beyond what is contained in this order shall be referred to POEA Manila with appropriate recommendation from the Officer-in-Charge.

This order takes effect immediately.

FELICISIMO Q. JOSON JR.
Administrator

cc: Atty. Virginia P. Calvez
Manager, POEA Cebu