



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
(DOST-PSHS SYSTEM)

PSHS System Limits of Authority

2016

I. PURPOSE

This Delegation of Authority Policy is established to define the scope and limits of authority delegated to different levels of the organizational structure of the PSHS system.

The aim of this policy is to free the Board of Trustees from administrative details concerning field operations and relieve them from unnecessary involvement in routine matters. The policy also seeks to reduce red tape and streamline campus operations, with the end in view of achieving operational and service efficiency.

II. GENERAL GUIDELINE: ADMINISTRATIVE RELATIONSHIP

The PSHS System is an attached agency of the Department of Science and Technology (DOST)¹. As an attached agency, PSHS has a lateral relationship with the Department for purposes of policy and program coordination, which is accomplished by having the Secretary represented in the governing board as chair.²

The exercise of PSHS corporate powers is vested exclusively in the Board of Trustees and in the Director of the High School insofar as authorized by said Board³.

III. DELEGATION OF AUTHORITY : LEGAL BASES

Delegation is defined as the assignment of responsibility or authority to another person (normally from a manager to a subordinate) to carry out specific activities. It is one of the core concepts of management leadership. However, the person who delegated the work remains accountable for the outcome of the delegated work.

The national government, as a matter of policy, seeks to decentralise the functions of different departments in order to reduce red tape, free central officials from administrative details concerning field operations, and relieve them from unnecessary involvement in routine and local matters. Towards this end, the state prescribes adequate authority to be delegated to subordinate officials, so that administrative decisions and actions shall, as much as feasible be at the closes to the public⁴.

E.O. 292, Book IV, Chapter 8, Section 40, states that:

SECTION 40. Delegation of Authority.—*The Secretary or the head of an agency shall have authority over and responsibility for its operation. He shall delegate such authority to the bureau and regional directors as may be necessary for them to implement plans and programs adequately. Delegated authority shall be to the extent necessary for economical, efficient and effective implementation of national and local programs in accordance with policies and standards developed by each department or agency with the participation of the regional directors. The delegation shall be in writing; shall indicate to which officer or class of officers or employees the delegation is made; and shall vest sufficient authority to enable the delegate to discharge his assigned responsibility.*

IV. AUTHORITY TO APPROVE BEYOND CEILING

The secretary is authorized to delegate to the governing boards of government owned or controlled corporations which are attached to or under the administrative supervision of the department, the authority to approve contracts for infrastructure projects entered into by said corporations involving amounts which are beyond the ceiling provided for government corporations under Section 57⁵ but which are within the approving authority of the Secretaries under the said section⁶.

V. LIMITS TO DELEGATED AUTHORITY

Imbedded in the principle of Delegation of Authority is the doctrine — “What has been delegated cannot be delegated or *postestasdelegata non delegaripotest* in latin.” This doctrine is based on the ethical principle that such delegated power constitutes not only a right but a duty to be performed by the delegate through the instrumentality of his own

¹ Book IV, Title XVIII, Chapter 6, Section 30 of Executive Order 292

² Book IV, Chapter 7, Section 3a, E.O. 292

³ Book IV, Title XVIII, Chapter 6, Section 34 of E.O. 292

⁴ Book IV, Chapter 1, Section 2(3) of E.O. 292

⁵ Book IV Chapter 13 E.O. 292

⁶ Book IV Chapter 13 Section 61, E.O. 292

judgment and not through the intervening mind of another⁷. However, this principle of non-delegation of power provides numerous exceptions, one of which is the delegation of legislative power to various governing bodies of specialised agencies.

VI. POWERS OF THE BOARD OF TRUSTEES

Section 8 of R.A. 9036 defines the powers of the Board of Trustees:

Section 8. Board of Trustees. - There shall be a Board of Trustees composed of the secretary of the DOST as ex officio Chairman, the secretary of DECS as ex officio Vice Chairman and the following members: The President of the U.P., the Executive Director of PSHS, the Director of the Science Education Institute (SEI), the President from the PSHS National Alumni Association, and the chairpersons of the congressional committees on science and technology as ex officio members; and one (1) representative each from the private sector representing higher education, education for the gifted, industry, agriculture, and new and emerging technologies. The private sector representatives shall be appointed by the Board of Trustees upon recommendation of a duly constituted search committee. As much as practicable, the private sector representatives shall come from the various geographic regions. For the first set of appointments, three (3) of them shall serve for four (4) years, while the other two (2) for two (2) years, thereafter, succeeding appointments shall have a fixed term of four (4) years.

The Board shall exercise the following powers:

- a. Formulate policies and guidelines for the administration and operation of the PSHS System;
- b. Establish a PSHS campus in each of the administrative regions;
- c. Approve appointment, promotion, retention, renewal, rewards and incentives for faculty and staff, fix their compensation and other conditions of employment, and remove them for cause after proper investigation and hearing;
- d. Approve the curricula submitted by the Executive Director;
- e. Approve the criteria for the selection and admission of students;
- f. Approve the grant of scholarship, stipend and such allowances for students;
- g. Approve the graduation of successful candidates from the various PSHS campuses;
- h. Formulate policies and rules of discipline for students, faculty and staff;
- i. Approve the PSHS System budget, receive and appropriate to the ends specified by law such sums as may be provided by law for the support of the System;
- j. Receive grants whether cash, land, buildings and improvements thereof; donations, contributions, bequests, gifts, and to formulate policies for the administration thereof;
- k. Approve the use of all income generated by the school in the pursuit of its functions and donations received in trust by individual campuses, according to the purpose of the donor and intention of the donation. In cases where income/donation received is not intended for a particular campus, the Board shall likewise appropriate the same for the benefit of the System or any part thereof;
- l. Develop policies for the expansion of enrollment in the campuses under the PSHS System;
- m. Establish policies and formulate guidelines/criteria, requirements necessary to rationalize the establishment and operation of science high schools under the System in order to maintain the quality and uniform standard inherent of a bona fide PSHS; and
- n. Prepare strategic plans to enhance the capability of the System in developing human resources with focus on youth with special talents in science and mathematics.

⁷ Supreme Court, G.R. No. 181704

VII. DELEGATED AUTHORITY

The delegated authority and roles of different levels of the organizational structure of the PSHS System are shown in the matrix below:

Function	Campus Level		EXECOM Level			BOT Level	
	Approval	Review & Recommendation to the EXECOM	Approval	Notation	Review & Recommendation to the BOT	Approval	Notation
1. Expansion of the PSHS System							
1.1	Criteria for establishment of the science high school within the system				✓	✓	
1.2	Establishment of new campus					✓	
2. Curriculum							
2.1	Core subjects				✓	✓	
2.2	Elective subjects	✓		✓			
2.3	Modification of the curriculum		✓		✓	✓	
2.4	List of prescribed textbooks		✓	✓			✓
2.5	List of reference materials	✓					
3. Selection and Admission of Students							
3.1	Criteria for selection and admission of students (1 st Year)					✓	
3.2	Policies on expansion of enrolment				✓	✓	
3.3	Candidates for admission to 2 nd Year (Lateral Entry Program)					✓	
3.4	Intercampus Transfer	✓		✓			
4. Scholarship Grants							
4.1	Policies on scholarship benefits				✓	✓	
4.2	Scholarship categories of students	✓		✓			For Information
4.3	Refund (with appeal)		✓		✓	✓	
4.4	Refund (payment)		✓		✓	ED authorized by BOT	
5. Retention and Promotion of Students							
5.1	Policy on evaluating student performance		✓		✓	✓	
5.2	Candidates for graduation		✓		✓	✓	
5.3	Students whose scholarship are terminated due to unsatisfactory scholastic performance		✓		✓	✓	
6. Student Discipline							
6.1	Policies on student discipline/ Code of Conduct		✓		✓	✓	
6.2	Disciplinary Action / Sanctions						
a.	Deprivation of scholarship privileges	✓					
b.	Rendition of special tasks	✓					
c.	Suspension	✓					
d.	Termination of scholarship expulsion		✓		✓	✓	

	Function	Campus Level		EXECOM Level			BOT Level	
		Approval	Review & Recommendation to the EXECOM	Approval	Notation	Review & Recommendation to the BOT	Approval	Notation
7. Personnel Matters								
7.1	Change of appointment status, promotion of faculty to temporary or permanent positions		✓			✓	✓	
7.2	Appointment renewal/ non-renewal of faculty		✓	✓				✓
7.3	Appointment and promotion of administrative staff							
	a. SG 27 and above						✓	
	b. SG 10 to SG 26	✓ Or ED			✓			For Information
	c. SG 1 to SG 9	✓ Or ED			✓			For Information
7.4	Hiring of substitute personnel							
	a. ≤ 6 Months	✓			✓			
	b. > 6 Months but < 1 Year		✓	✓				✓
	c. At least 1 Year		✓			✓	✓	
7.5	Resignation ⁸	✓ If appointed by CD Or ED if Appointed by ED			✓			For Information
7.6	Criteria for evaluation of teacher and staff performance		✓			✓	✓	
7.7	Termination of faculty and staff for cause		✓			✓	✓	
7.8	Scholarship contract of faculty and staff		✓	✓				
8.0	Administrative sanction ⁹							
	a. Censure, reprimand, suspension	✓						
	b. Dismissal		✓			✓	✓	
8.1	Application for Leave							
	a. Less than 6 Months	✓						
	b. 6 Months to < 1 year		✓	✓				
	c. 1 Year		✓			✓	✓	
8.2	Travel Order							
	a. Within the region	CD						
	b. Outside the region, within the country		CD	ED				

⁸ The Board resolves to delegate the authority to accept and approve the resignation of staff to the Appointing Authority or to the person who signed the appointment paper of the concerned staff.

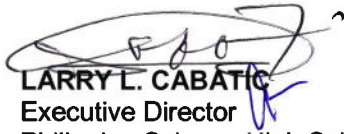
⁹ With reference to DOST Admin. Order No. 005 series of 2008 – “Rules of Procedures for Disciplinary Cases in the DOST System”, E.O. 292 and pertinent CSC Issuances.

		Campus Level		EXECOM Level			BOT Level	
	Function	Approval	Review & Recommendation to the EXECOM	Approval	Notation	Review & Recommendation to the BOT	Approval	Notation
8.2	Travel Order							
	c. Outside the country		CD			ED	DOST Sec.	
8. Fiscal Matters								
8.1	PSHS System budget for endorsement to DBM		CD			ED	DOST Sec.	
8.2	Policies on use of income					✓	✓	
8.3	Contract of services							
	a. ≤ Php 500,000	✓			✓			
	b. >Php 500,000 to Php 1.5M		✓	✓				✓
	c. >Php 1.5M		✓			✓	✓	
8.4	Policies on the administration and management of trusts, legacies, gifts, donations of real and personal property					✓	✓	
8.5	Acceptance of Donations of Personal Property and Gifts							
	a. ≤ Php 500,000	✓			✓			
	b. >Php 500,000 to Php 1,500,000		✓	✓				✓
	c. >Php 1,500,000					✓	✓	
9. Infrastructure Projects¹⁰								
9.1	Contracts for infrastructure projects (Consultancy/ Civil works)							
	a. ≤ Php 500,000	✓			✓			
	b. > Php 500,001 to Php 1,500,000		✓	✓				✓
	c. More than Php 1,500,000		✓			✓	✓	

¹⁰ Based on DOST Administrative Order No. 004 – New Guidelines in the Delegation of Authority for the Approval of Disbursements Vouchers, Work Orders, and the Countersigning of Checks in the DOST

VIII. DATE OF EFFECTIVITY

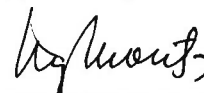
This policy shall take effect on May 15, 2016 provided that it has satisfied the publication requirements.



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Approved by:



HON. MARIO G. MONTEJO
Secretary
Department of Science & Technology
Republic of the Philippines

