

MALACANAN PALACE
WASHINGTON, D.C.

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 2-W

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 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 Actual	Salary Authorized	Appropriation Item No.
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Any subsequent changes in the plantillas should be reported immediately to said Commissioner in the same form.

Done at the City of Washington, District of Columbia, United States of America, this 31st day of August in the year of Our Lord, nineteen hundred and forty-four, and of the Commonwealth of the Philippines, the ninth.

(SGD.) SERGIO OSMENA
President of the Philippines