



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. 045

SUBJECT : Delineation of Duties and Responsibilities, Further Amending Department Circular No. 029 dated 27 July 2018

DATE : OCT 11 2018

I. **Delegation of Duties and Responsibility.** – In the interest of service and pursuant to existing laws, the following areas of duties and responsibilities previously under the Undersecretary in charge for Administration, Finance and Personnel Services are hereby delegated and transferred to the Undersecretaries and Assistant Secretary named below.

A. Undersecretary Adrian S. Sugay

General Administration and Support (GAS), and Support to Operations (STO)

1. Planning and Management Service

Specialized Units and Programs

1. Integrity Management System
2. Performance Management Team
3. Management Review and Improvement Committee
4. DOJ Provident Fund

B. Undersecretary Markk L. Perete

General Administration and Support (GAS), and Support to Operations (STO)

1. Financial Service

Specialized Units and Programs

1. Public Financial Management Core Team
2. Retirement Claims

The Sub-Cluster on Housing and Urban Development shall remain under the responsibility of Assistant Secretary Sergio Yap II, but is hereby placed under the direct supervision and control of Undersecretary Markk L. Perete.

C. Assistant Secretary Neal Vincent M. Bainto

Core

1. Chief of Staff of the Secretary of Justice

General Administration and Support (GAS), and Support to Operations (STO)

1. Administrative Service


~~Specialized Units and Programs~~

1. National Scholarship for Development Program
2. Personnel Selection and Promotions
3. DOJ Program on Awards and Incentives for Service Excellence (PRAISE) Committee

In the performance of duties and responsibilities pertaining to the services under the GAS and STO delegated hereunder, the foregoing officials shall be assisted by Assistant Secretary Adonis P. Sulit.

~~Accordingly, unless otherwise directed, and subject to the supervision of the Undersecretaries concerned or by the Chief of Staff of the Secretary of Justice, Assistant Secretary Adonis P. Sulit is hereby authorized to sign communications and action documents pertaining to the services under the GAS and STO.~~

All Department orders, circulars, and issuances inconsistent herewith are hereby revoked. This Order takes effect immediately and shall remain in force until further orders.



MENARDO I. GUEVARRA

Secretary

Department of Justice
CN: O201810129

