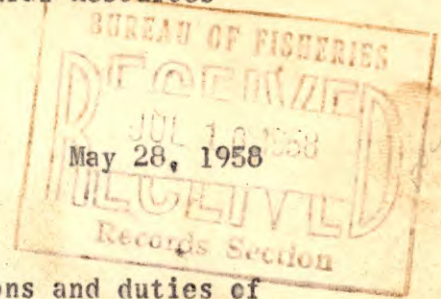


Republic of the Philippines
Department of Agriculture and Natural Resources
BUREAU OF FISHERIES
Manila



Fisheries Administrative Order)
No. 53 :
Series of 1958)

SUBJECT: Defining the functions and duties of
the Assistant Director of the Bureau
of Fisheries.

Pursuant to Article IV-18 of Reorganization Plan No. 30-A as implemented by Executive Order No. 216, dated November 17, 1956, the following functions and duties are hereby assigned to the Assistant Director of the Bureau of Fisheries:

1. Help the Director in the Administration of the Bureau of Fisheries.
2. Take charge of the Bureau in the absence of the Director when he is on official trip, leave of absence or for any other cause. In such a case, the Assistant Director is authorized to sign all papers usually signed by the Director, except appointments and policy-determining matters.
3. Recommend policies and prepare rules and regulations for the approval of the Director.
4. Make periodic inspection trips to evaluate the activities and accomplishments of field personnel.
5. Act on applications for leave of absences covering less than fifteen days.
6. Sign letters requesting survey and certification as to the availability of areas for fishpond purposes including those requesting payment of fishpond rentals, fishing boat licenses and request for refund of bond deposits.
7. Approve vouchers involving ₱250.00 or below.
8. Sign memorandums to Chiefs of Divisions pertaining to Office management and procedures.
9. Approve travel and transportation orders involving ₱250.00 or below.



10. Approve requisitions for equipment, supplies and materials involving ₱250.00 or below.
11. Approve emergency purchase of supplies and equipment valued at not more than ₱250.00.
12. Countersign treasury warrants and PNB checks involving ₱250.00 or below.
13. Approve trip ~~t~~ickets of motor vehicles. *Minor*
14. Perform such other duties as may be required of him by law or regulation or assigned to him by the Director of Fisheries.

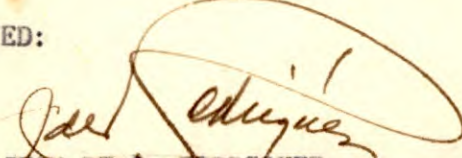
The discharge of the foregoing functions and duties is subject to the following conditions:

1. That the whole or part of such authority may be withdrawn by the Director in his discretion any time upon written notice.
2. That the nature, extent and enjoyment of such authority may be modified by the Director any time as the exigencies of the service may require.
3. That the Assistant Director shall be responsible to the Director for the adequate and judicious exercise of the foregoing functions and duties; and
4. That the Director may issue from time to time detailed regulations to guide the Assistant Director in the exercise of his functions and duties.

This Fisheries Administrative Order shall take effect as of May 23, 1958.


HERACLIO R. MONTALBAN
Director of Fisheries

APPROVED:


~~JUAN DE G. RODRIGUEZ~~
Secretary of Agriculture and
Natural Resources