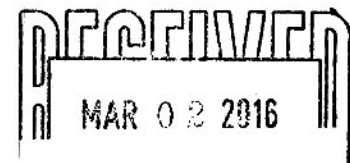




Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Office of the Secretary
Elliptical Road, Diliman, Quezon City 1100



February 11, 2016

GENERAL MEMORANDUM ORDER

No. 01
Series of 2016

SUBJECT: DELEGATION OF AUTHORITY 2016

The General Memorandum Order (GMO) No. 01-A, Series of 2011, GMO Nos. 01, 01-A, and 01-B, All Series of 2012, GMO No. 01, Series of 2014, GMO No. 01, 02, and 03, and Memorandum Order No. 45, All Series of 2015, are hereby incorporated and amended as follows:

I. COVERAGE

These rules on the Delegation of Authority shall be observed and adopted by all offices in the Department of Agriculture, including Regional Field Offices, Bureaus, Attached Agencies and Corporations. In the case of Attached Agencies and Corporations, the same shall be observed as policy guidance consistent with their status as such

II. ADMINISTRATIVE MATTERS

A. APPOINTMENTS

Department Proper

All appointments regardless of employment status and salary grade level shall be approved by the Secretary upon proper endorsement or recommendation by the heads of offices concerned.

Regional Field Offices/Bureaus/Attached Agencies and Corporations

The concerned heads of the above offices shall submit a short list of candidates for the positions to be filled up to the Secretary for decision. Once cleared the ministerial signing of the appointment is hereby delegated to the heads of offices concerned.

Each office shall create a Personnel Selection Board, whose composition shall be as prescribed by Civil Service Rules and Regulations, who will conduct the initial screening of qualified applicants to the vacant position of their respective offices.

B. DESIGNATION OF OFFICER-IN-CHARGE

Department Proper

Officer-in-Charge shall be approved by the Secretary upon recommendation of the Undersecretary concerned.

Regional Field Offices/Bureaus/Attached Agencies and Corporations

The designation of the Officer-in-Charge of Regional Field Offices, Bureaus and Attached Agencies shall be as follows:

PERIOD	APPROVING AUTHORITY
More than 10 calendar days	Secretary
10 calendar days or less	Regional Director, Bureau Director or Head of Attached Agency and Corporation
Extension of designation	Secretary

C. MOVEMENT OF PERSONNEL

The movement of personnel such as reassignment, detail, and secondment shall be approved by the Secretary.

A Special Order for the purpose shall be issued by the Secretary indicating the movement of the official/employee to the specific offices involved.

D. LEAVE OF ABSENCE

Department Proper

Leave of absence of the Undersecretary, Assistant Secretary and Director, regardless of number of days, shall be approved and signed by the Secretary upon recommendation of the Undersecretary concerned.

Approval for leave of absence of Division Chief and rank below shall be as follows:

PERIOD	APPROVING AUTHORITY
One calendar year or more	Secretary
30 calendar days and more	Undersecretary Concerned or Assistant Secretary Concerned
Less than 30 calendar days	Director Concerned

Regional Field Offices/Bureaus/Attached Agencies and Corporations

Approval for the leave of absence of Regional Field Offices, Bureaus and Attached Agencies shall be as follows:

PERIOD	APPROVING AUTHORITY
30 calendar days and more	Secretary
Less than 30 calendar days	Undersecretary Concerned

E. TRAVEL ORDER/AUTHORITY (*Pursuant to EO 298, s. 2004*)

LOCAL TRAVEL

Department Proper

Approval of travel order of DA personnel shall be as follows:

PERIOD	Personnel/Rank	APPROVING AUTHORITY
One calendar year or more	All officials and employees	Secretary
30 calendar days to less than one calendar year	Undersecretary	Secretary
	Assistant Secretary and all other employees	Undersecretary Concerned
Less than 30 calendar days	Undersecretary	Secretary
	Assistant Secretary	Undersecretary Concerned
	Directors and all other employees	Assistant Secretary Concerned

Regional Field Offices/Bureaus/Attached Agencies and Corporations

Travel Order of Heads and of other personnel of Regional Field Offices, Bureaus and Attached Agencies and Corporations shall be approved as follows:

PERIOD	Personnel/Rank	APPROVING AUTHORITY
One calendar year or more	All officials and employees	Secretary
30 calendar days to less than one calendar year	Regional Executive Directors, Bureau Directors, and Head of Attached Agencies and Corporations	Undersecretary Concerned
	All other employees	Regional Executive Directors, Bureau Directors, and Head of Attached Agencies and Corporations
Less than 30 calendar days	Regional Executive Directors, Bureau Directors, and Head of Attached Agencies and Corporations	Assistant Secretary Concerned
	All other employees	Regional Executive Directors, Bureau Directors, and Head of Attached Agencies and Corporations

FOREIGN TRAVEL

FOREIGN TRAVEL

Undersecretaries, Assistant Secretaries, Chief of Services, Heads of Regional Field Offices, Bureaus, Attached Agencies and Corporations and all other Department of Agriculture officials and employees seeking authority to travel abroad shall seek approval from the Secretary, regardless of the length of their travel and the number of the delegates concerned. In the case of Agencies or Corporations attached to the DA, their officials and employees shall seek approval from the Secretary.

F. RETIREMENT

Department Proper

Application for retirement of presidential appointees e.g. Undersecretary, Assistant Secretary and Service Director shall be endorsed by the Secretary to the Office of the President for approval; Retirement of Division Chiefs and ranks below shall be approved and signed by the Secretary upon recommendation of the Undersecretary Concerned.

Regional Field Offices/Bureaus/Attached Agencies

Application for retirement of Regional Director, Bureau Director and Head of Attached Agency and Corporation shall be endorsed by the Secretary to the Office of the President for approval. All other ranks below shall be approved by the head of the office concerned.

G. GRANT OF PERMISSION TO EXERCISE PROFESSION, STUDY OR ENGAGE IN BUSINESS OUTSIDE OFFICE HOUR

Regardless of position, the authority to exercise profession, study or engage in business outside office hours shall be approved in the Department Proper by the Secretary and by the Regional Director, Bureau Director or Head of Agency concerned in cases of Regional Field Offices, Bureaus and Attached Agencies, provided that such authority is in accordance with Civil Service Commission Memorandum Circular No. 40, Series of 1998, as amended by CSC Circular No. 15, Series of 1999, and the Code of Conduct and Ethical Standards for Public Officials and Employees.

H. ISSUANCES OF ORDERS, MEMORANDA, CIRCULARS, LETTERS AND RELATED COMMUNICATIONS

All communications relating to matters within the areas of responsibility of the different Undersecretaries, Assistant Secretaries, and Service Directors shall be respectively signed by them insofar as their effectivity is confined to their respective offices and does not affect third parties.

The following shall be approved and signed by the Secretary:

- Orders, memoranda, circulars, letters and related communications affecting the policies, plans and programs of the Department;
- Budget proposals for submission to the Department of Budget and Management;
- Requests for special budget, realignment of funds and funds for Congress-initiated projects;
- All communications from the Department Proper addressed to the President, Senators, Chief Justices and Secretaries of Departments; and
- Requests for copies of official documents of the Department, particularly on financial matters.

The Secretary, in the exercise of his discretionary authority, may designate and/or authorize an official to sign in his behalf. In such case, the designated official shall sign as follows:

"By Authority of the Secretary"

SIGNATURE OF DESIGNATED OFFICIAL

III. PROCUREMENT MATTERS

A. Approval of Annual Procurement Plan

Office	Amount Involved	Recommendatory	Approving Authority
DA-Propor	-	Director Concerned	Secretary
Regions/Bureaus /Attached Agencies and Corporations	Above Php50M	Regional Executive Director (RED)/ Bureau Director/Head of Attached Agencies and Corporations	Secretary
	Php50M and below	RTD/Deputy	Regional Executive Director (RED)/ Bureau Director/Head of Attached Agencies and Corporations

B. Approval of Procurement Request (PR/PRAS)

Office	Amount Involved	Requisitioner	Verified by	Approving Authority
DA-Propor	-	Head of Unit Concerned	Procurement Division	-
Regions/Bureaus/ Attached Agencies and Corporations	Above Php50M	Regional Executive Director (RED)/ Bureau Director/Head of Attached Agencies and Corporations	Procurement Division	Secretary
	Php50M and below	RTD/Deputy	BAC Secretariat	Regional Executive Director (RED)/ Bureau Director/Head of Attached Agencies and Corporations

C. Public Bidding or Alternative Mode of Procurement
 (Approval of Resolution/Award/Purchase Order (PO)/Work Order or Contract and
 Notice to Proceed (NTP)/Memorandum of Agreement (MOA))

Office	Amount Involved	Approving Authority
DA-Propor	Above Php15M	Secretary
	Above Php10M-15M	Undersecretary for Administration and Finance
	Php10M and below	Director for Administrative Service
Regions/Bureaus/Attached Agencies and Corporations	Above Php50M	Secretary
	Php50M and below	Regional Executive Director (RED)/ Bureau Director/Head of Attached Agencies and Corporations

IV. FINANCIAL MATTERS

A. OBLIGATION REQUEST AND STATUS

Department Proper

AMOUNT INVOLVED	BOX A	BOX B
Php15M and above	Secretary	Chief, Budget Division
Php10M to below Php15M	Undersecretary Concerned	
Php3M to below Php10M	Assistant Secretary Concerned	
Php500T to below Php3M	Service Director Concerned	
Below Php500T	Division Chief Concerned	

Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	BOX A	BOX B
Above Php50M	Secretary	Budget/Section Head
Above Php5M to Php50M	Regional Director, Bureau Director or Head of Attached Agency	
Php5M and below	Assistant Regional Director, Assistant Bureau Director or Assistant Head of Attached Agency	

B. DISBURSEMENT VOUCHER

Department Proper

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php15M		Chief, Accounting Division	Secretary
Above Php10M to Php15M			Undersecretary for Administration and Finance
Above Php500T to Php10M			Assistant Secretary for Finance
Php500T and below			Director for Financial and Management Service

Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	CERTIFYING OFFICIAL BOX A	APPROVING AUTHORITY BOX B
Above Php50M	Accountant	Secretary
Above Php5M to Php50M		Regional Director, Bureau Director or Head of Attached Agency and Corporation
Php5M and below		Assistant Regional Director, Assistant Bureau Director or Assistant Head of Attached Agency and Corporation

C. NOTICE OF TRANSFER ALLOCATION

AMOUNT INVOLVED	APPROVING AUTHORITY
Above Php15M	Secretary
Php10M to Php15M	Undersecretary for Administration and Finance
Below Php10M	Assistant Secretary for Finance

D. ADVICE OF SUB-ALLOTMENT

AMOUNT INVOLVED	APPROVING AUTHORITY
Above Php20M	Secretary
Php10M to Php20M	Undersecretary for Administration and Finance
Below Php10M	Assistant Secretary for Finance

E. SIGNING AND COUNTERSIGNING OF CHECKS

All checks shall be signed by the Chief of the Cashier Division and countersigned by the official approving the Disbursement Voucher (Box B).

F. LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE – ADVICE TO DEBIT ACCOUNT (LDDAP-ADA)

The **total amount** of LDDAP-ADA shall be approved as follows:

AMOUNT INVOLVED	BOX A	BOX B
Above P15M	Chief, Accounting Division	Secretary
Above Php10M to Php15M		Undersecretary for Administration and Finance
Above Php500T to Php10M		Assistant Secretary for Finance
P500T and below		Director for Financial and Management Service

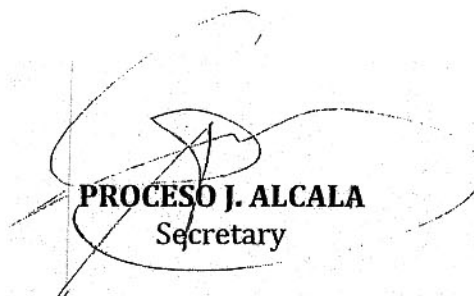
IV. GENERAL PROVISION

It is understood that in the absence of the herein officials, the next higher authority shall exercise the delegated authority and that dispositive actions not covered herein are understood as reserved for action by the Department Secretary.

Any amendment to this General Memorandum Order shall be solely signed and issued by the Secretary.

V. REPEALING CLAUSE

This amendatory General Memorandum Order shall take effect immediately and shall repeal all issuances inconsistent herewith.


PROCESO J. ALCALA
Secretary

DEPARTMENT OF AGRICULTURE
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