

March 22, 2016

GENERAL MEMORANDUM ORDER

No. 02
Series of 2016

SUBJECT: AMENDMENT TO GENERAL MEMORANDUM ORDER NO. 01, SERIES OF 2016 RE: DELEGATION OF AUTHORITY 2016

General Memorandum Order No. 01, Series of 2016 is hereby amended as follows:

II. ADMINISTRATIVE MATTERS

D. LEAVE OF ABSENCE

Regional Field Offices/Bureaus/Attached Agencies and Corporations

Approval for the leave of absence of officers and employees of Regional Field Offices, Bureaus and Attached Agencies and Corporations 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	Regional Executive Director, Bureau Director, and Head of Attached Agency and Corporation	Undersecretary Concerned
	All other employees	Regional Executive Directors, Bureau Directors, and Head of Attached Agencies and Corporations
Less than 30 calendar days	Regional Executive Director, Bureau Director, and Head of Attached Agency and Corporation	Assistant Secretary Concerned
	All other employees	Regional Executive Directors, Bureau Directors, and Head of Attached Agencies and Corporations

III. PROCUREMENT MATTERS

B. Approval of Procurement Request (PR/PRAS)

Office	Amount Involved	Requisitioner	Verified by	HOPE
DA-Propert	-	Head of Unit Concerned	Head, Procurement Division	-
Regions/Bureau/Attached Agency and Corporation	Above Php50M	Regional Executive Director (RED)/ Bureau Director/Head of Attached Agency and Corporation	Head, Procurement Division	Secretary
	Php50M and below	RTD/Deputy	Head, BAC Secretariat	Regional Executive Director (RED)/ Bureau Director/Head of Attached Agency and Corporation

IV. FINANCIAL MATTERS

A. OBLIGATION REQUEST AND STATUS

Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	BOX A	BOX B
Above Php50M	Secretary	Chief, Budget Section
Above Php5M to Php50M	Regional Director, Bureau Director or Head of Attached Agency and Corporation	
Above Php500T to Php5M	Assistant Regional Director, Assistant Bureau Director or Assistant Head of Attached Agency and Corporation	
Php500T and below	Division Chief	



B. DISBURSEMENT VOUCHER

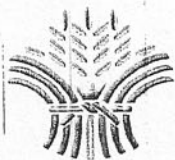
Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php50M	Secretary	Chief, Accounting Section	Secretary
Above Php5M to Php50M	Regional Director, Bureau Director or Head of Attached Agency and Corporation		Regional Director, Bureau Director or Head of Attached Agency and Corporation
Above Php500T to Php5M	Assistant Regional Director, Assistant Bureau Director or Assistant Head of Attached Agency and Corporation		Assistant Regional Director, Assistant Bureau Director or Assistant Head of Attached Agency and Corporation supervising the Finance and Administration Unit
Php500T and below	Division Chief		

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

Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	LDDAP		ADA	
	BOX A	BOX B	BOX 1	BOX 2
Above Php50M	Chief, Accounting Section	Secretary	Cashier Unit Head	Secretary
Above Php5M to Php50M		Regional Director, Bureau Director or Head of Attached Agency and Corporation		Regional Director, Bureau Director or Head of Attached Agency and Corporation
Above Php500T to Php5M		Assistant Regional Director, Assistant Bureau Director or Assistant Head of Attached Agency and Corporation supervising the Finance and Administration Unit		Assistant Regional Director, Assistant Bureau Director or Assistant Head of Attached Agency and Corporation supervising the Finance and Administration Unit



AMOUNT INVOLVED	LDDAP		ADA	
	BOX A	BOX B	BOX 1	BOX 2
Php500T and below	Chief, Accounting Section	Chief, Administrative and Finance Division or the next Higher Position supervising the Administration and Finance Group	Cashier Unit Head	Chief, Administrative and Finance Division or the next Higher Position supervising the Administration and Finance Group

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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