



25 October 2018

GENERAL MEMORANDUM ORDER

No. 01
 Series of 2018

SUBJECT: AMENDMENT TO GENERAL MEMORANDUM ORDER NO 03, SERIES OF 2016 RE: DELEGATION OF AUTHORITY 2016

This General Memorandum Order shall govern the delegation of authority to DA Regional Field Offices:

I. COVERAGE

These rules on the Delegation of Authority shall be observed and adopted by the DA Regional Field Offices.

II. ADMINISTRATIVE MATTERS

A. APPOINTMENTS

The Regional Executive Directors shall submit to the Office of the Secretary a short list of candidates for the positions to be filled up for approval. Once cleared by the Secretary, the ministerial signing of the appointment is hereby delegated to the head of offices concerned.

Each office shall create a Personnel Selection Board, the composition of which shall be as prescribed by Civil Service Rules and Regulations. It shall conduct the screening of qualified applicants to the vacant positions in their respective offices.

B. DESIGNATION OF OFFICER-IN-CHARGE

PERIOD	APPROVING AUTHORITY
More than 10 calendar days	Secretary
10 calendar days or less	Regional Executive Director
Extension of designation irrespective of period	Secretary

C. MOVEMENT OF PERSONNEL

The Secretary shall approve the movement of personnel such as reassignment, detail, and secondment within the Central Office, Central Office to Regional Field Offices or vice versa, or from one Regional Field Office to another. The Secretary shall issue a Special Order for the purpose indicating therein the details of the movement of the official/employee.

For the case of reassignment of personnel within a Regional Field Office, the Regional Executive Director can issue a Special Order for the said reassignment subject to Civil Service rules and regulations.

D. LEAVE OF ABSENCE

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/OIC Regional Executive Director	Undersecretary Concerned

	All other employees	Regional Executive Director/ OIC Regional Executive Director
8 to 29 calendar days	Regional Executive Director	Assistant Secretary concerned
	All other employees	Regional Executive Director/OIC Regional Director or Regional Technical Director if OIC
7 calendar days or less	Regional Technical Director	Regional Executive Director
	All other employees	Regional Technical Director concerned

E. LOCAL TRAVEL ORDER/AUTHORITY

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/ OIC Regional Executive Director	Undersecretary Concerned
	All other employees	Regional Executive Director/OIC Regional Director
8 to 29 calendar days	Regional Executive Director/ OIC Regional Executive Director	Assistant Secretary concerned
	All other employees	Regional Executive Director/ OIC Regional Executive Director
7 calendar days or less	Regional Executive Director/ OIC Regional Executive Director and Regional Technical Directors	Regional Executive Director/ OIC Regional Executive Director
	All other employees	Regional Executive Director/ OIC Regional Executive Director for travel outside the region and the concerned Regional Technical Director if within the region

FOREIGN TRAVEL

All officials and employees of the Regional Field Offices seeking authority to travel abroad shall seek approval from the Secretary, regardless of the length and nature of their travel.

F. RETIREMENT

Application for retirement of the Regional Executive Directors shall be endorsed by the Secretary to the Office of the President for approval. Application for retirement of all other employees shall be approved by the head of the office concerned.

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

Regardless of position, the authority to exercise profession, study, or engage in business outside office hours shall be approved by the Regional Executive Director, 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. ISSUANCE 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 authority 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 (DBM);
- Request 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
- Request for copies of official documents of the Department, particularly on financial matters.

The Secretary, in the exercise of his discretion 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 THE DESIGNATED OFFICIAL

III. PROCUREMENT MATTERS

A. APPROVAL OF ANNUAL PROCUREMENT PLAN (APP)

AMOUNT INVOLVED	RECOMMENDATORY	APPROVING AUTHORITY
Irrespective of amount	Regional Technical Director	Head of Procuring Entity (HOPE) Regional Executive Director

B. APPROVAL OF PROCUREMENT REQUEST (PR/PRAS)

AMOUNT INVOLVED	REQUISITIONER	VERIFIED BY	FUNDED BY	APPROVING AUTHORITY
Above P50M	Regional Executive Director	Procurement Division		Secretary*
P5million to P50 million	Regional Technical Director	Head by threshold, BAC Secretariat	Chief of Budget Section or other Budget Officers if OIC	Head of Procuring Entity (HOPE) Regional Executive Director
Above P500 thousand to below P5 million	Division Chief/Program Coordinators	Head by threshold, BAC Secretariat	Chief of Budget Section or other Budget Officers if OIC	Concerned Regional Technical Director
P500 thousand and below	Section/Unit Chief/Program Coordinators	Head by threshold, BAC Secretariat	Budget Office II	Concerned Division Chief

*The Secretary may delegate authority upon request of RFO/s

C. PUBLIC BIDDING OR ALTERNATIVE MODE OF PROCUREMENT (Approval of Resolution/Award/Purchase Order (PO)/Work Order (WO) or Contract and Notice to Proceed (NTP)/Memorandum of Agreement (MOA))

AMOUNT INVOLVED	APPROVING AUTHORITY
P50 million and above	Secretary*
P1 million to not more than P50 million	Regional Executive Director
P1 million and below	Concerned Regional Technical Director

*The Secretary may delegate authority upon request of RFO/s

IV. FINANCIAL MATTERS

A. OBLIGATION REQUEST AND STATUS (ORS)

AMOUNT INVOLVED	BOX A	BOX B
P50 million and above	Secretary*	Chief, Budget Section and other Budget Officers with thresholds
P5 million to below P50 million	Regional Executive Director	
Above P500 thousand to below P5 million	Regional Technical Director	
P500 thousand and below	Division Chief Concerned	

*The Secretary may delegate authority upon request of RFO/s

B. DISBURSEMENT VOUCHER

AMOUNT INVOLVED	BOX A	BOX C	BOX D
P50 million and above	Secretary*	Chief, Accounting Section or other Accountants if OIC	Secretary
P5 million to below P50 million	Regional Executive Director		Regional Executive Director
Above P500 thousand to below P5 million	Regional Technical Director/Division Chief	Chief, Accounting Section or other Accountants if OIC	Regional Technical Director concerned
P500 thousand and below	Division Chief/Section Chief	Accountant II and Accountant I	Division Chief

*The Secretary may delegate authority upon request of RFO/s

C. NOTICE OF TRANSFER ALLOCATION (NTA)*

AMOUNT INVOLVED	APPROVING AUTHORITY
P30 million and above	Secretary
Above P25million to below P30 million	Undersecretary for Administration and Finance
P25 million and below	Assistant Secretary for Finance

*same provision from the previous GMO No 3 Series of 2016