



September 20, 2019

ADMINISTRATIVE ORDER

No. 12
Series of 2019

SUBJECT : GUIDELINES ON SETTING THE APPROVED BUDGET FOR THE CONTRACT (ABC) FOR LEASE OF VENUE PURSUANT TO THE AUSTERITY MEASURES AND THE IRR OF RA 9184

Section 1. Coverage.

In line with the Austerity Measures, this Order shall serve as a guide for end-users in setting their Approved Budget for the Contract (ABC) for the procurement for Lease of Venue for seminars, trainings and workshops to be conducted by the DA Central Office, Regional Field Offices, bureaus, attached agencies, and attached corporations.

Section 2. Rate for Lease of Venue (includes food and accommodation)

The maximum allowable rate for food and accommodation shall be **Php1,800.00**. This amount is the product of a Market Analysis conducted in accordance with the guidelines for setting the ABC for Lease of Venue, as provided under Annex "H" of the 2016 Revised Implementing Rules and Regulations, to wit:

"iii. ABC and rental rates

The ABC shall be set using the midpoint of the range obtained from the results of the market analysis on the prevailing lease rates for real property or venue within the vicinity of the selected location complying with the criteria and technical specifications of the End User Unit. x x x.

Section 3. Miscellaneous Provision

It shall remain as a policy that government agencies shall prefer to lease publicly-owned real property or venue from other government agencies, in accordance with Annex "H" of the 2016 IRR of RA 9184. Hence, all requests for Lease of Venue shall be supported by the following documents:

- a. Justification for Lease of Venue
- b. Accomplished Table of Rating Factors; and
- c. Accomplished Technical Specifications Form

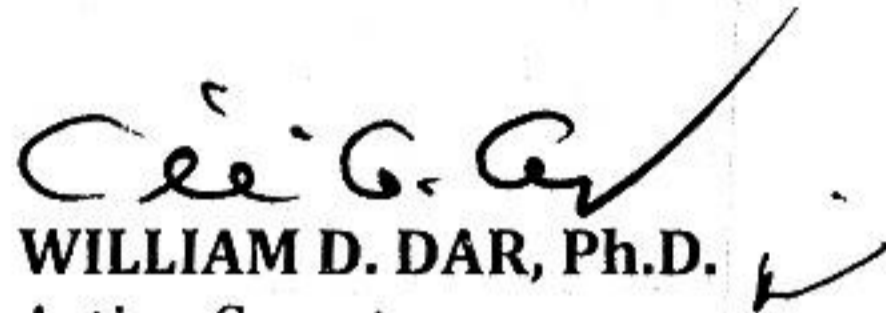
The requests shall be forwarded to the Procurement Division at least forty-five (45) days reckoned from the date of the activity

Section 4. Repealing Clause

This Order hereby amends, repeals and revokes the Memorandum dated May 27, 2019 on the Creation of Clearing House for Lease of Venue and any other issuances inconsistent herewith.

Section 5. Effectivity

This order shall take effect immediately.


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Acting Secretary

DEPARTMENT OF AGRICULTURE
in replying pls cite this code :
For Signature: S-10-19-0264
Received : 10/08/2019 02:58 PM