



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

MEMORANDUM ORDER

No. 14
Series of 2022

**SUBJECT : BUDGET LIMIT FOR HOTEL VENUE RENTALS WITH FULL BOARD MEALS
IN NCR, REGION IV-A AND REGION IV-B**

I. BACKGROUND

Currently, the DA-Central Office uses the amount of One Thousand Eight Hundred Pesos (PhP1,800.00) as the daily budget limit per person for hotel accommodation with full board meals during seminars, workshops, and trainings.

However, based on recent canvassing, hotels within the abovementioned regions expressed their concern that the PhP1,800.00 daily budget is now insufficient to cover all the accommodation and food expenses. This scenario resulted in the difficulty in canvassing and failure of bidding for lease of venue requirements. As such, it is imperative that a change in the budget limit be made.

II. LEGAL BASIS

Executive Order No. 77, Series of 2019 prescribes, among others, the rates of expenses and allowances for official local travels of government personnel. In the said Order, the maximum allowable Daily Travel Expenses (DTE), which consist of lodging, meals, and incidental expenses, has been set to PhP2,200.00.

III. CONCLUSION

In view of the foregoing, the budget limit for Lease of Venue requirements to be conducted within NCR, Region IV-A and Region IV-B is hereby set at **Two Thousand Two Hundred Pesos (PhP2,200.00)**.

This Order shall take effect immediately upon publication in the official website of DA.

Done this 22nd of February 2022.

WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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with empowered and prosperous farmers and fisherfolk

