



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

GENERAL MEMORANDUM ORDER

No. 01
Series of 2022

SUBJECT: DA-REGIONAL FIELD OFFICE IV- A (DA-RFO IV-A) SUPPLEMENTAL ORDER TO GENERAL MEMORANDUM ORDER NO. 01, SERIES OF 2018, "Amendment to General Memorandum Order No. 03, Series of 2016 Re: Delegation of Authority 2016"

To facilitate financial transactions at DA – Regional Field Office IV-A, a supplementary order supportive to General Memorandum Order No. 01, series of 2018 is hereby issued to be observed and adopted by the said office, as follows:

1. Item IV. A. Obligation Request and Status (ORS)

AMOUNT INVOLVED	BOX A	BOX B
P50 million and above	Secretary	Chief, Budget Section
P5 million to below P50 million	Regional Executive Director	Chief, Budget Section
<i>Above P500 thousand to below P5 million</i>	<i>Regional Technical Director</i>	<i><u>Administrative Officer IV (Budget Officer II)</u></i>
<i>P500 thousand and below</i>	<i>Division Chief Concerned</i>	<i><u>Administrative Officer II (Budget Officer I)</u></i>

2. Item IV.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	Chief, Accounting Section or other Accountants if OIC	Regional Executive Director
<i>Above P500 thousand to below P5 million</i>	<i>Regional Technical Director / Division Chief</i>	<i><u>Accountant II</u></i>	<i>Regional Technical Director</i>
<i>P500 thousand and below</i>	<i>Division Chief / Section Chief Concerned</i>	<i><u>Accountant I</u></i>	<i>Chief, Administrative and Finance Division</i>

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3. Item IV.F. List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA)

AMOUNT INVOLVED	LDDAP		ADA	
	CERTIFIED CORRECT	APPROVED	CERTIFIED CORRECT	APPROVED
P50 million and above	Chief, Accounting Section or other Accountants if OIC	Secretary	Cashier Unit Head or other Cashiers if OIC	Secretary
P5 million to below P50 million	Chief, Accounting Section or other Accountants if OIC	Regional Executive Director		Regional Executive Director
<i>Above P500 thousand to below P5 million</i>	<i>Accountant II</i>	<i>Regional Technical Director</i>		<i>Regional Technical Director</i>
<i>P500 thousand and below</i>	<i>Accountant I</i>	<i>Chief, Administrative and Finance Division</i>		<i>Chief, Administrative and Finance Division</i>

Note: It is understood that in the absence of the concerned subordinate signatory, the next higher in rank/position available shall exercise the delegated authority. All other matters contained in GMO No. 01, Series of 2018 shall remain the same.

Done this 18th day of April 2022.


WILLIAM D. DAR, Ph.D.
 Secretary

DEPARTMENT OF AGRICULTURE

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