



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

**SPECIAL ORDER**

No. 501  
Series of 2022

**SUBJECT: DELEGATION OF AUTHORITY TO ASSISTANT SECRETARY JANE C. BACAYO AS HEAD OF THE PROCURING ENTITY (HOPE) OF THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE FOR THE THRESHOLD AMOUNT BELOW TWENTY MILLION PESOS (PHP20,000,000.00)**

In the interest of service, and in accordance with the authority granted by the Office of the President through a "Memorandum from the Executive Secretary" dated July 15, 2022 and to uphold the governing principles of Republic Act No. 9184 or the Government Procurement Act, the Head of the Procuring Entity (HoPE) of the Department of Agriculture - Central Office, for a threshold amount below Twenty Million Pesos (Php20,000,000.00) is hereby delegated to **ATTY. JANE C. BACAYO**, Assistant Secretary for Administration.

As such, Assistant Secretary Bacayo is hereby authorized to review, sign, and approve procurement documents involving public bidding or alternative modes of procurement and perform other duties and responsibilities related thereto which are within the said threshold, particularly Approval or Disapproval of the Bids and Awards Committee Resolution, Notice of Award, Notice to Proceed, Purchase Order, Work Order, Contract or Memorandum of Agreement among others.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked

Done this 19th day of July 2022.

**By Authority of His Excellency:**

**LEOCADIO S. SEBASTIAN, Ph.D., CESO I**  
Undersecretary for Operations and Chief of Staff



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*with empowered and prosperous farmers and fisherfolk*

