



**GENERAL MEMORANDUM ORDER**

No. 03  
 Series of 2022

**SUBJECT : AMENDMENT TO GENERAL MEMORANDUM ORDER NO. 01, SERIES OF 2018 RE: DELEGATION OF AUTHORITY TO DA REGIONAL FIELD OFFICES**

In the exigency of the service, General Memorandum Order No. 01, Series of 2018, "Amendment to General Memorandum Order No. 03, Series of 2016 re: Delegation of Authority", is hereby further amended as follows:

**III. PROCUREMENT MATTERS**

**B. APPROVAL OF PURCHASE REQUEST (PR/PRAS)**

AMOUNT INVOLVED	REQUISITIONER	VERIFIED BY	FUNDED BY	APPROVING AUTHORITY
Above Php 100 Million	Regional Executive Director	Procurement Division	Chief, Budget Division	Secretary
Php 5 Million to Php 100 Million	Regional Technical Director	Head by threshold, BAC Secretariat	Chief, Budget Section or other Budget Officers if OIC	Head of Procuring Entity (HOPE) Regional Executive Director
Above Php 500 Thousand to below Php 5 Million	Division Chief/Program Coordinators			Concerned Regional Technical Director
Php 500 Thousand and below	Section/Unit Chief/Program Coordinators			Head of Procuring Entity (HOPE) Regional Executive Director

**C. PUBLIC BIDDING OR ALTERNATIVE MODE OF PROCUREMENT (APPROVAL OF RESOLUTION/ AWARD/PURCHASE ORDER/WORK ORDER OR CONTRACT AND NOTICE TO PROCEED/MEMORANDUM OF AGREEMENT)**

AMOUNT INVOLVED	APPROVING AUTHORITY
Above Php 100 Million	Secretary
Php 1 Million to Php 100 Million	Regional Executive Director
Below Php 1 Million	Concerned Regional Technical Director

**IV. FINANCIAL MATTERS**

**A. OBLIGATION REQUEST AND STATUS (ORS)**

AMOUNT INVOLVED	BOX A	BOX B
Above Php 100 Million	Secretary	Chief, Budget Section and other Budget Officers with thresholds
Php 5 Million to Php 100 Million	Regional Executive Director	
Php 500 Thousand to below Php 5 Million	Regional Technical Director	
Below Php 500 Thousand	Division Chief concerned	

**B. DISBURSEMENT VOUCHER**

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php 100 Million	Secretary	Chief Accounting Section or other Accountants if OIC	Secretary
Php 5 Million to Php 100 Million	Regional Executive Director		Regional Executive Director
Php 500 Thousand to below Php 5 Million	Regional Technical Director/ Division Chief		Regional Technical Director concerned
Below Php 500 Thousand	Division Chief/ Section Chief		Division Chief

**F. LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE-ADVICE TO DEBIT ACCOUNT (LDDAP-ADA)**

AMOUNT INVOLVED	LDDAP		ADA	
	CERTIFIED CORRECT	APPROVED	CERTIFIED CORRECT	APPROVED
Above Php 100 Million	Chief Accounting Section or other Accountants if OIC	Secretary	Cashier Unit Head or other Cashiers if OIC	Secretary
Php 5 Million to Php 100 Million		Regional Executive Director		Regional Executive Director
Php 500 Thousand to below Php 5 Million		Regional Technical Director		Regional Technical Director
Below Php 500 Thousand		Chief, Administrative and Finance Division		Chief, Administrative and Finance Division



All other provisions in General Memorandum Order No. 01, Series of 2018 shall remain enforced.

This Order on Delegation of Authority shall take effect immediately and shall repeal all issuances inconsistent herewith.

Done this 4th day of October 2022.

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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