



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

## GENERAL MEMORANDUM ORDER

No. 01

Series of 2023

**SUBJECT : AMENDMENT TO GENERAL MEMORANDUM ORDER NO. 03,  
SERIES OF 2016 RE: DELEGATION OF AUTHORITY 2016**

This General Memorandum Order (GMO) on Delegation of Authority is an amendment to GMO No. 03, Series of 2016 on Item II. ADMINISTRATIVE MATTERS (E) TRAVEL ORDER/AUTHORITY ON LOCAL TRAVEL and Item III. PROCUREMENT MATTERS (C) PUBLIC BIDDING OR ALTERNATIVE MODE OF PROCUREMENT (Approval of Resolution /Award/Purchase Order (PO)/ Work Order (WO) on Contract and Notice to Proceed (NTP)/Memorandum of Agreement (MOA), to read as follows:

### E. TRAVEL ORDER/AUTHORITY

#### LOCAL TRAVEL

##### Department Proper

All local travels of six (6) working days and above shall be approved by the Secretary. On the other hand, official local travels of up to five (5) working days shall be approved by the following:

OFFICIALS/EMPLOYEES	APPROVING AUTHORITY
Undersecretary	Secretary
Assistant Secretary	Undersecretary concerned
Directors	Assistant Secretary concerned
All other employees	Director Concerned

**Regional Field Offices /Bureaus/Attached Agencies/Corporations**

PERIOD	OFFICIALS/EMPLOYEES	APPROVING AUTHORITY
Five (5) days or less	Regional/Bureau Directors and Heads of Attached Agencies and Corporations and Regional Technical Directors/ Assistant Bureau Directors/ Deputy Heads of Attached Agencies/ Corporations	Regional/Bureau Director / Head of Attached Agency/ Corporation
	All employees	
Six (6) days and above	Regional/Bureau Directors and Heads of Attached Agencies and Corporations and Regional Technical Directors/ Assistant Bureau Directors/ Deputy Heads of Attached Agencies/ Corporations	Undersecretary or Assistant Secretary with oversight over the agency
	All employees	

**C. APPROVAL OF RESOLUTION/ CONTRACT/ NOTICE OF AWARD/ NOTICE TO PROCEED**

- **Public Bidding**  
Approval of Resolution/Notice of Award (NoA)/Contract/ Notice to Proceed (NTP) and Changing the Mode of Procurement
- **All Alternative Modes of Procurement, Except Agency to Agency**  
Approval of Resolution/Notice of Award (NoA)/Purchase Order (PO) or Work Order (WO) or Contract/Notice to Proceed (NTP)
- **Agency to Agency Mode of Procurement**  
Approval of Resolution and Memorandum of Agreement (MOA)
- **Contract Agreement, General and Special Contract**



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### Department Proper

Contract Price	APPROVING AUTHORITY
Above Php 100M	Secretary as HoPE
Php 20M to Php 100M	Undersecretary for Administration and Finance or Undersecretary for Administration as HoPE
Below P 20M	Assistant Secretary for Administration

### Regional Field Offices/Bureaus/Attached Agencies

Contract Price	APPROVING AUTHORITY
Above Php 100M	Secretary
Php 1M to Php 100M	Regional Executive Director/Bureau Director / Head of Attached Agency
Below Php 1M	Regional Technical Director/ Assistant Bureau Director/ Deputy Head of Attached Agency

### VI. REPEALING CLAUSE

This General Memorandum Order on the Delegation of Authority shall take effect immediately and all previous GMOs on Delegation of Authority whose provisions are inconsistent herewith are hereby repealed and rendered of no force and effect.

Done this 14<sup>th</sup> day of November 2023.

  
**FRANCISCO TIU LAUREL JR.**  
Secretary



DA-CO-OSEC-GMO20231114-00204

