



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. 02

Series of 2023

SUBJECT : AMENDMENT ON ITEM IV. FINANCIAL MATTERS OF GENERAL MEMORANDUM ORDER NO. 03, SERIES OF 2016 RE: DELEGATION OF AUTHORITY 2016

This General Memorandum Order (GMO) is an amendment to GMO No. 03, Series of 2016, specifically on Item IV. FINANCIAL MATTERS, to read as follows:

IV. FINANCIAL MATTERS

A. OBLIGATION REQUEST AND STATUS

Department Proper

AMOUNT INVOLVED	BOX A	BOX B
Above Php 100M	Secretary	Chief, Budget Division or designated authorized signatory
Above Php 15M to Php 100M	Undersecretary concerned	
Above Php 5M to Php 15M	Assistant Secretary concerned	
Php 5M and below	Service Director Concerned	

Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	BOX A	BOX B
Above Php 100M	Secretary	Chief, Budget Section or as maybe designated by the Regional Executive Director
Above Php 5M to Php 100M	Regional Executive Director/Bureau Director and Heads of Attached Agencies	
Above Php 500,000 to Php 5M	Regional Technical Director/ Assistant Bureau Director/ Deputy Heads of Attached Agencies	
Php 500,000 and below	Division Chief concerned	

For exceptional cases such as but not limited to calamities or emergency situations, the Secretary may delegate authority upon request of Regional Field Offices, Bureaus, and Attached Agencies for transactions above Php 100M and recommendation of the Undersecretary concerned.



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B. DISBURSEMENT VOUCHER

Department Proper

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php 100M	Head of Requesting Unit	Chief, Accounting Division or designated authorized signatory	Secretary
Above Php 15M to Php 100M			Undersecretary for Administration and Finance
Above Php 5M to Php 15M			Assistant Secretary for Finance
Php 5M and below			Director for Financial and Management Service

Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php 100M	Undersecretary concerned	Chief, Accounting Section or OIC, Accountant	Secretary
Php 5M to Php 100M	Regional Technical Director		Regional Executive Directors/ Bureau Directors/ Heads of Attached Agencies/ Corporations
Php 500 Thousand to below Php 5M	Division Chief concerned		Regional Technical Directors/ Assistant Bureau Directors/ Deputy Heads of Attached Agencies
Below Php 500 Thousand	Section Chief Concerned		Division Chief

C. NOTICE OF TRANSFER ALLOCATION (NTA)

AMOUNT INVOLVED	APPROVING AUTHORITY
Above Php 100M	Secretary
Above Php 15M to Php 100M	Undersecretary for Administration and Finance
Php 15M and below	Assistant Secretary for Finance

D. ADVICE OF SUB-ALLOTMENT

AMOUNT INVOLVED	APPROVING AUTHORITY
Above Php 100M	Secretary
Above Php 15M to Php 100M	Undersecretary for Administration and Finance
Php 15M and below	Assistant Secretary for Finance

E. SIGNING AND COUNTERSIGNING OF CHECKS

All checks shall be signed by the Chief of the Cashiering Section and countersigned by the official approving the Disbursement Voucher (Box D).

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

Department Proper

AMOUNT INVOLVED	LDDAP		ADA	
	BOX A	BOX B	BOX 1	BOX 2
Above Php 100M	Chief, Accounting Division or designated authorized signatory	Secretary	Chief, Cashiering Section	Secretary
Above Php 15M to Php 100M		Undersecretary for Administration and Finance		Undersecretary for Administration and Finance
Above Php 5M to Php 15M		Assistant Secretary for Finance		Assistant Secretary for Finance
Php 5M and below		Director for Financial and Management Service		Director for Financial and Management Service



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Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	LDDAP		ADA	
	BOX A	BOX B	BOX 1	BOX 2
Above Php 100M	Chief, Accounting Section	Secretary		Secretary
Above Php 5M to Php 100M		Regional Executive Director/Bureau Director and Heads of Attached Agencies	Chief, Cashiering Section	Regional Executive Director/Bureau Director and Head of Attached Agencies
Above Php 500,000 to Php 100M		Respective Regional Technical Director/ Assistant Bureau Director/ Deputy Heads of Attached Agencies, provided not a BAC Chair/Member		Respective Regional Technical Director/ Assistant Bureau Director/ Deputy Heads of Attached Agencies, provided not a BAC Chair/Member
Php 500,000 and below		Chief, Administrative and Finance Division		Chief, Administrative and Finance Division

All other provisions of GMO No. 03, Series of 2016, as amended shall remain in order.

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 16th day of November 2023.

FRANCISCO TIU LAUREL JR.
 Secretary

