

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. <u>02</u> 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
Above Php 15M to Php 100M	Undersecretary concerned	designated authorized
Above Php 5M to Php 15M	Assistant Secretary	signatory
	concerned	
Php 5M and below	Service Director Concerned	

Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	BOX A	BOX B
Above Php 100M	Secretary	
Above Php 5M to Php 100M	Regional Executive	
	Director/Bureau Director	Chief, Budget Section or
	and Heads of Attached	as maybe designated by
	Agencies	the Regional Executive
Above Php 500,000 to Php	Regional Technical Director/	Director
5M	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		Cl. C	Secretary
Above Php 15M to Php		Chief,	Undersecretary for
100M	Head of Requesting Division or designated	Administration and Finance	
Above Php 5M to Php		Assistant Secretary for Finance	
15M	Unit authorized signatory		Director for
Php 5M and below			Financial and Management
		Signatory	Service

Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	BOX A BOX C		BOX D	
Above Php 100M	Undersecretary		Secretary	
	concerned			
Php 5M to Php 100M	Php 5M to Php 100M Regional		Regional Executive	
	Technical	Accounting	Directors/ Bureau	
	Director	Section or	Directors/ Heads of	
		OIC,	Attached Agencies/	
		Accountant	Corporations	
Php 500 Thousand to	Division Chief		Regional Technical	
below Php 5M	concerned	Directors/ Assistant		
			Directors/ Deputy Heads of	
			Attached Agencies	
Below Php 500	Section Chief	1	Division Chief	
Thousand Concerned				

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



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



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Regional Field Offices/Bureaus/Attached Agencies

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

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