



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**GENERAL MEMORANDUM ORDER**

No. 04  
Series of 2023

**SUBJECT : ADDENDUM TO GENERAL MEMORANDUM ORDER NO. 02, SERIES OF 2023 ON ITEM IV. FINANCIAL MATTERS A. OBLIGATION REQUEST AND STATUS AT THE DEPARTMENT PROPER**

This General Memorandum Order (GMO) is an addendum to General Memorandum Order No. 02, Series of 2023, specifically on **Item IV. FINANCIAL MATTERS A. OBLIGATION REQUEST AND STATUS at the Department Proper**, and in view that some DA Service Units and office such as Internal Audit Service (IAS), Legal Service, Information and Communications Technology Service (ICTS), and Foreign Agriculture Service Corps (FASC) have no Undersecretary that have oversight function over these offices. The addendum shall 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	
• IAS and Legal Service	Chief of Staff	
• ICTS	Undersecretary for Administration	
• FASC	Undersecretary for Policy, Planning, and Regulations	
Above Php 5M to Php 15M	Assistant Secretary concerned	
• IAS and Legal Service	Chief of Staff	
• ICTS	Assistant Secretary for Administration	
• FASC	Assistant Secretary for Policy Research and Development	
Php 5M and below	Service Director Concerned	

All other provisions of GMO No. 02, Series of 2023 shall remain in order.

This Order shall take effect immediately and all orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 20th day of NOVEMBER 2023.

**FRANCISCO TIO LAUREL JR.**  
Secretary



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