



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 263

Series of 2024

**SUBJECT: AUTHORITY OF ATTY. ROLAND A. TULAY TO APPROVE RESOLUTIONS/CONTRACT/NOTICE OF AWARD/NOTICE TO PROCEED WITHIN THE DEPARTMENT OF AGRICULTURE (DA) CENTRAL OFFICE FOR CONTRACTS VALUED AT TWENTY-FIVE (25) MILLION PESOS AND BELOW, IN THE INTERIM**

In the exigency of service, **Atty. ROLAND A. TULAY**, Director of Administrative Service, concurrently designated as Officer-in-Charge, Office of the Assistant Secretary for Administration and Office of the Undersecretary for Administration, is hereby authorized to approve contracts valued at Twenty-Five (25) Million Pesos and below, in the interim, encompassing the following:

- **Public Bidding**  
Approval of BAC Resolution, Notice of Award (NoA), Contract, and Notice to Proceed (NTP)
- **All Alternative Modes of Procurement**  
Approval of BAC Resolution, Notice of Award (NoA), Purchase Order (PO), Work Order (WO), Memorandum of Agreement (MOA), and Notice to Proceed (NTP)

For the abovementioned documents, the format for the signature line shall be as follows:


“For and By the Authority of the Secretary”

**Atty. ROLAND A. TULAY**

OIC, Office of the Undersecretary for Administration

This Order shall take effect retroactive February 5, 2024 and shall remain in force unless revoked in writing.

Done this 19<sup>th</sup> day of February 2024.

  
**FRANCISCO P. TIU LAUREL, JR.**  
Secretary



DA-CO-OSEC-SO20240219-00130