



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. 03

Series of 2024

**SUBJECT : BUREAU OF PLANT INDUSTRY SUPPLEMENTAL ORDER TO
GENERAL MEMORANDUM ORDER (GMO) NO. 01 SERIES 2024,
"DELEGATION OF AUTHORITY 2024"**

GMO No. 1 s. 2024 dated January 23, 2024, which prescribed and consolidated all issuances pertaining to the delegation of authority shall be observed and adopted by all offices of the Department of Agriculture (DA) including Bureaus, Attached Agencies and Corporations, and Regional Field Offices. However, the Bureau of Plant Industry (BPI), a line bureau of the DA with regional/ satellite offices outside the National Capital Region (NCR), wherein the majority of the human resources of the Bureau are assigned, do not maintain a complete set of book of accounts. These offices outside NCR are granted cash advances to support their day-to-day operations through its designated disbursing officer.

In view of the foregoing, a supplemental guideline on the delegation of authority of the BPI is hereby issued:

III. PROCUREMENT MATTERS

B. APPROVAL OF PURCHASE REQUEST

APPROVED BUDGET FOR THE CONTRACT	REQUISITIONER	VERIFICATION	FUNDED BY	APPROVING AUTHORITY
Php 500,000 to Php 100M	Assistant Director	BAC Secretariat	Chief Budget Office or as maybe designated by the Director	Director



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

Below 500,000	Php	Concerned Division Chief/Program Coordinators	BAC Secretariat and	Chief Budget Office or as maybe designated by the Director	Director/ Assistant Director
		Head of the Center, NSQCS, NPQSD, and SPAL offices outside Metro Manila	Designated Regional BAC Secretariat	Designated Budget Officer of the concerned offices	Head of the Center, NSQCS, NPQSD, and SPAL offices outside Metro Manila

These shall be approved based on the Contract Price by the designated Approving Authority.

- **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**

Contract Price	APPROVING AUTHORITY
Php 1M to Php 100M	Director
Php 500,000 to below Php 1M	Assistant Director
Below Php 500,000	Head of the Center, NSQCS, NPQSD, and SPAL offices outside Metro Manila



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IV. FINANCIAL MATTERS

A. OBLIGATION REQUEST AND STATUS

AMOUNT INVOLVED	BOX A	BOX B
Above Php 5M to Php 100M	Director	Chief, Budget Section or as maybe designated by the Director
Above Php 500,000 to Php 5M	Assistant Director	
Php 500,000 and below	Division Chief concerned	Chief, Budget Section or as maybe designated by the Director
	Head of the Center, NSQCS, NPQSD, and SPAL offices outside Metro Manila	Designated Budget Officer of the concerned offices

B. DISBURSEMENT VOUCHER

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php 5M to Php 100M	Assistant Director	Chief Accounting Section or Designated Authorized Signatory	Director
Above Php 500,000 to Php 5M	Division Chief concerned		Assistant Director
Php 500,000 and below	Division Chief concerned	Chief Accounting Section or Designated Authorized Signatory	Administrative Officer Designate
	Head of the Center, NSQCS, NPQSD, and SPAL offices outside Metro Manila	Designated Acting Accountant/Bookkeeper of the concerned offices	Head of the Center, NSQCS, NPQSD, and SPAL offices outside Metro Manila




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This order shall take effect immediately upon approval.

For your information and guidance.

Done this 11th day of MARCH 2024.


FRANCISCO P. TIU LAUREL, JR.
Secretary



DA-CO-DSEC-LE20240312-01498