



Masaganang Agrikultura,  
Maunlad na Ekonomiya



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.: 05

Series of 2024

**SUBJECT: AGRICULTURAL TRAINING INSTITUTE (ATI) SUPPLEMENTAL ORDER TO GENERAL MEMORANDUM ORDER NO. 01, SERIES OF 2024, " Delegation of Authority 2024"**

In the interest of service and to expedite the processing of transactions at the ATI Central Office and its Training Centers towards the efficient utilization of resources and effective implementation of programs and provision of unhampered services to the clientele, the herein guideline is hereby issued as Supplementary Order to GMO No. 1, Series of 2024:

**II. ADMINISTRATIVE MATTERS**

**E. LEAVE OF ABSENCE**

Period	Personnel/Rank	Approving Authority
Five (5) days and below	Director IV	Undersecretary or Assistant Secretary concerned
Six (6) days to one (1) calendar year or more	Director IV	Secretary
More than 30 days to one calendar year or more	Director III	Secretary
	All other employees	Undersecretary or Assistant Secretary concerned
One day to 30 calendar days	Director III Division Chief/ Center Director/OICs and all other employees <b>at the Central Office</b>	Director IV
More than five (5) days to 30 calendar days	All other employees <b>at the Training Centers</b>	Director IV
Five (5) days and below	All other employees <b>at the Training Centers</b>	Center Director Concerned



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## F. TRAVEL ORDER/AUTHORITY

### LOCAL TRAVEL

Period	Personnel/Rank	Approving Authority
Five (5) days or less	Director IV and Director III	Director IV
	Division Chief/ Center Directors/OICs	
	All other employees (Plantilla positions, Contract of Service (COS) and Job Order (JO) personnel) <b>at the Central Office</b>	
	All other employees (Plantilla positions, Contract of Service (COS) and Job Order (JO) personnel) <b>at the Training Centers</b>	Concerned Center Director
Six (6) days and above	Director IV and Director III	Undersecretary or Assistant Secretary with oversight over the agency
	Division Chief/ Center Directors/OICs	
	All other employees (Plantilla positions, Contract of Service (COS) and Job Order (JO) personnel) <b>at the Central Office and at the Training Centers</b>	



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### III. PROCUREMENT MATTERS

#### B. APPROVAL OF PURCHASE REQUEST

Approved Budget for the Contract	Requisitioner	Verification	Funded by	Approving Authority
Above Php 100 M	Head of Procuring Entity (HOPE)	Procurement Division	Chief Budget Officer	Secretary
<b>Central Office</b>				
Php 500,000 to Php 100M	Director III	BAC Secretariat	Chief, Budget Officer	Director IV
Below Php 500,000	Concerned Division Chief	BAC Secretariat	Chief, Budget Office	Director IV  *The Director III may act as the approving authority through Special Order issued by their Head of Office.
<b>Training Center</b>				
Above Php 1M to Php 100M	Concerned Center Director	BAC Secretariat of the Center	Designated Budget Officer of the Center	Director IV
Php 1M and below	Section Chief	BAC Secretariat of the Center	Designated Budget Officer of the Center	Concerned Center Director



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

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**

<b>Contract Price</b>	<b>Approving Authority</b>
Above Php 100M	Secretary
<b>Central Office</b>	
Php 1M to Php 100M	Director IV
Below Php 1M	Director III
<b>Training Center</b>	
Above Php 1M to Php 100M	Director IV
Php 1M and below	Concerned Center Director



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#### IV. FINANCIAL MATTERS

##### A. OBLIGATION REQUEST AND STATUS (ORS)

Amount Involved	Box A	Box B
Above 100M	Secretary	
Above Php 5M to Php 100M	Director IV	Chief, Budget Section or as maybe designated by the Regional Executive Director
<b>Central Office</b>		
Above Php 500,000 to Php 5M	Director IV	Head of Budget Office
Php 500,000 and below	Division Chief Concerned	
<b>Training Center</b>		
Above Php 1M to Php 100M	Director IV	Designated Budget Officer of the Center
Php 1M and below	Center Director Concerned	

##### B. DISBURSEMENT VOUCHERS (DV)

Amount Involved	Box A	Box B	Box D
Above 100M	Director IV	Chief, Accounting Section or Designated Authorized Signatory	Secretary
Above Php 5M to Php 100M	Director III		Director IV
<b>Central Office</b>			
Above Php 500,000 to Php 5M	Division Chief Concerned	Chief, Accounting Office, or Designated Authorized Signatory	Director IV
Php 500,000 and below	Division Chief Concerned		Director IV *The Director III may act as the approving authority through Special Order issued by their Head of Office



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Amount Involved	Box A	Box B	Box D
<b>Training Center</b>			
Above Php 1M to Php 100M	Center Director Concerned	Designated Authorized Signatory/ Accountant of the Center	Director IV
Php 1M and below	Section Chief	Designated Authorized Signatory/ Accountant of the Center	Center Director Concerned

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

Amount Involved	LDDAP		ADA	
	Box A	Box B	Box 1	Box 2
Above 100M	Chief, Accounting Section	Secretary	Chief, Cashiering Section	Secretary
Above Php 5M to Php 100M	Chief, Accounting Office	Director IV	Head Cashier	Director IV
<b>Central Office</b>				
Above Php 500,000 to Php 5M	Chief, Accounting Office	Director IV	Head Cashier	Director IV
Php 500,000 and below		Director IV		Director IV
<b>Training Center</b>				
Above Php 1M to Php 100M	Designated Authorized Signatory/ Accountant of the Center	Director IV	Designated Cashier of the Center	Director IV
Php 1M and below	Designated Authorized Signatory/ Accountant of the Center	Center Director Concerned	Designated Cashier of the Center	Center Director Concerned




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This Order shall take effect immediately and shall remain in force until revoked in writing.

Done this 25<sup>th</sup> day of MARCH 2024.

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

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