



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.: 07  
 Series of 2024

**SUBJECT: PHILIPPINE RICE RESEARCH INSTITUTE (PhilRice) SUPPLEMENTAL ORDER TO GENERAL MEMORANDUM ORDER NO. 01, SERIES OF 2024, "Delegation of Authority 2024"**

In the interest of service and to expedite the transactions at PhilRice Central Experiment Station and its Branch Stations for the efficient utilization of resources and provision of timely service to the clientele, the herein guideline is hereby issued as Supplementary Order to GMO No. 1, Series of 2024:

**I. LEAVE OF ABSENCE**

PERIOD	PERSONNEL/RANK	APPROVING AUTHORITY
Five (5) days or less	Executive Director	Undersecretary or Assistant Secretary concerned
Six (6) days to one calendar year or more	Executive Director	Secretary
More than 30 days to one calendar year or more	Deputy Executive Director/ Branch Director	Secretary
	All other employees	Undersecretary or Assistant Secretary concerned
One day to 30 calendar days	Deputy Executive Director/ Branch Director	Executive Director
	All other employees	Deputy Executive Director or other officials as may be authorized by the Executive Director through a Memorandum Order



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## II. TRAVEL ORDER (LOCAL)

PERIOD	PERSONNEL/RANK	APPROVING AUTHORITY
Five (5) days or less	Executive Director/ Deputy Executive Director	Executive Director
	Branch Director/ All employees at the Central Experiment Station	Deputy Executive Director or other officials as may be authorized by the Executive Director through a Special Order
	All employees at the Branch Stations	Branch Director
Six (6) days and more	All officials and employees	Undersecretary or Assistant Secretary concerned

## III. PROCUREMENT MATTERS

### A. APPROVAL OF PURCHASE REQUEST

#### 1. Central Experiment Station

APPROVED BUDGET FOR THE CONTRACT	REQUISITIONER	VERIFICATION	APPROVING AUTHORITY
Above PhP 100M	Executive Director	Procurement Management Division	Secretary
Above PhP 5M to PhP 100M	Deputy Executive Director		Executive Director
Above PhP 1M to PhP 5M	Division/Office/ Center Head/ Program Leader		Deputy Executive Director
PhP 1M and below	Concerned Staff/ Project Leader		Division Head



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## 2. Branch Station

APPROVED BUDGET FOR THE CONTRACT	REQUISITIONER	VERIFICATION	APPROVING AUTHORITY
Above PhP 100M	Executive Director	Procurement Unit	Secretary
Above PhP 5M to PhP 100M	Deputy Executive Director		Executive Director
Above PhP 3M to PhP 5M	Branch Director		Deputy Executive Director
Above PhP 1M to PhP 3M	Assistant Branch Director		Branch Director
PhP 1M and below	Concerned Staff/ Project Leader		Assistant Branch Director

## B. APPROVAL OF RESOLUTION/ NOTICE OF AWARD/ CONTRACT/ NOTICE TO PROCEED

### 1. Central Experiment Station

APPROVED BUDGET FOR THE CONTRACT	APPROVING AUTHORITY
Above PhP 100M	Secretary
Above PhP 5M to PhP 100M	Executive Director
Above PhP 1M to PhP 5M	Deputy Executive Director
PhP 1M and below	Division Head

### 2. Branch Station

APPROVED BUDGET FOR THE CONTRACT	APPROVING AUTHORITY
Above PhP 100M	Secretary
Above PhP 5M to PhP 100M	Executive Director
Above PhP 3M to PhP 5M	Deputy Executive Director
Above PhP 1M to PhP 3M	Branch Director
PhP 1M and below	Assistant Branch Director



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#### IV. FINANCIAL MATTERS

##### A. OBLIGATION REQUEST AND STATUS

###### 1. Central Experiment Station

AMOUNT	BOX A	BOX B
Above PhP 100M	Secretary	Budget Officer
Above PhP 5M to PhP 100M	Executive Director	
Above PhP 1M to PhP 5M	Deputy Executive Director	
PhP 1M and below	Division Head	

###### 2. Branch Station

AMOUNT	BOX A	BOX B
Above PhP 100M	Secretary	Budget Officer
Above PhP 5M to PhP 100M	Executive Director	
Above PhP 3M to PhP 5M	Deputy Executive Director	
Above PhP 1M to PhP 3M	Branch Director	
PhP 1M and below	Assistant Branch Director	

##### B. DISBURSEMENT VOUCHER

###### 1. Central Experiment Station

AMOUNT	BOX A	BOX C	BOX D
Above PhP 100M	Executive Director	Accountant	Secretary
Above PhP 5M to PhP 100M	Deputy Executive Director		Executive Director
Above PhP 1M to PhP 5M	Division/Office/ Center Head/Program Leader		Deputy Executive Director
PhP 1M and below	Concerned Staff/Project Leader		Division Head



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## 2. Branch Station

AMOUNT	BOX A	BOX C	BOX D
Above PhP 100M	Executive Director	Accountant	Secretary
Above PhP 5M to PhP 100M	Deputy Executive Director		Executive Director
Above PhP 3M to PhP 5M	Branch Director		Deputy Executive Director
Above PhP 1M to PhP 3M	Assistant Branch Director		Branch Director
PhP 1M and below	Concerned Staff/Project Leader		Assistant Branch Director

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

AMOUNT	LDDAP		ADA	
	Box A	Box B	Box 1	Box 2
Above PhP 100M	Accountant	Secretary	Cashier	Secretary
Above PhP 50M to PhP 100M		Executive Director		Executive Director
PhP 50M and below		Deputy Executive Director		Deputy Executive Director

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

Done this 6<sup>th</sup> day of May 2024.

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



DA-CD-DSEC-GMO20240506-00007