



Republic of the Philippines
OFFICE OF THE SECRETARY
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DEPARTMENT ORDER

No. 12

Series of 2024

SUBJECT: CREATION OF INTERIM PROCUREMENT MANAGEMENT SERVICE, DEPARTMENT OF AGRICULTURE

WHEREAS, the need to strengthen the Procurement Division of the Department of Agriculture is recognized to ensure a more expedient and unimpeded conduct of procurement activities for the timely delivery of goods and services;

WHEREAS, a strengthened procurement office contributes to the productivity, higher fund utilization and overall efficiency of the Department;

WHEREAS, Section 7 (4), Chapter 2, Book IV of Executive Order No. 292, Series of 1987 provides that the Secretary shall promulgate administrative issuances necessary for the efficient administration of the office and for proper execution of the laws relative thereto;

WHEREAS, DBM NBC No. 517, Series of 2008 and No. 558, Series of 2015 stipulate that Procurement Units may be created at the central offices of the departments, line bureaus, attached agencies, SUCs, GOCCs, GFIs and equivalent agencies;

WHEREAS, organizational level of the procurement unit (whether Service, Division or Section) corresponding to the agency category (whether Department-level Agency, Bureau-level Agency or GOCC/GFI) is based on the amount of the average Annual Procurement Budget for the last three years;

WHEREAS, the average procurement budget of the Office of the Secretary, consisting of Maintenance and Other Operating Expenses (MOOE) and Capital Outlay per General Appropriations Act for 2021-2023 was Sixty-Eight Billion Pesos (P68,000,000, 000.00) which is far above the threshold of Five Billion Pesos (P5 B) and thus qualify to elevate the present Procurement Division to Procurement Management Service;

WHEREAS, in preparation for the elevation of the DA Procurement Division into Procurement Management Service, the creation of Office of the Director is imperative;

WHEREAS, DBM NBC No. 2015-558, Series of 2015 provides that the Office of the Director shall direct all activities of the agency, whether in the central office (including those of its staff bureaus) or regional level, pertaining to procurement planning, purchasing, contract management and monitoring;

WHEREAS, the Director of the Interim Procurement Management Service shall report to the Undersecretary and Assistant Secretary for Administration;

NOW THEREFORE, an Interim Procurement Management Service (IPMS) is hereby created under the supervision of the Office of the Director and shall have the following composition, functions and duties:

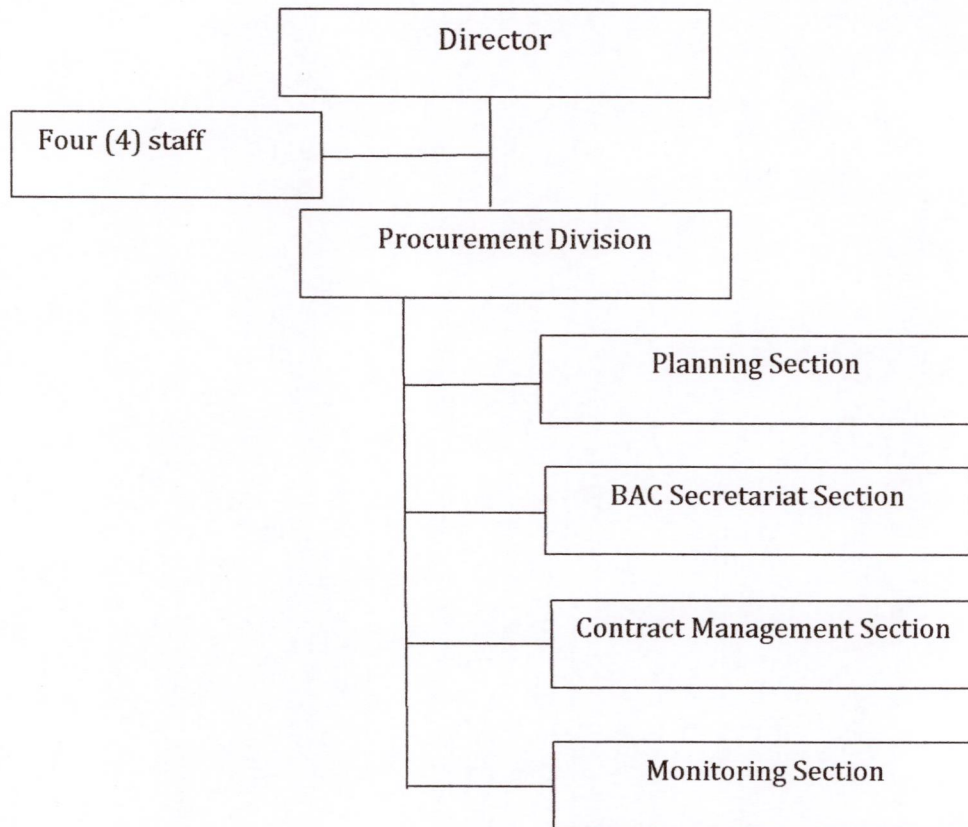
A. COMPOSITION, FUNCTIONS, AND ORGANIZATIONAL STRUCTURE OF THE IPMS

- **Office of the Director** - shall supervise all activities pertaining to procurement planning, purchasing, contract management, and monitoring at the DA-Central Office and coordinate and monitor the same at the DA bureaus, attached agencies and regional field offices.

Likewise, the Director shall lead the conduct of a baseline study and coordination for the creation of organic procurement units in the DA bureaus, attached agencies and regional field offices.

- The **current Procurement Division** shall be under the direct supervision of the Office of the Director and shall assist the Director in the performance of the mandate of the IPMS. The Service may hire additional support staff through Contract of Service.

- The **Structure of the Interim Procurement Management Service:**



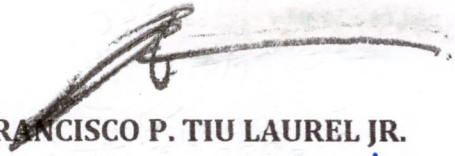
B. BUDGET

The budget of the office which is herein created shall be sourced from the budget allocation of the DA-Office of the Secretary (OSEC).

C. EFFECTIVITY CLAUSE

This Department Order shall take effect immediately following its posting on the website of the Department of Agriculture.

Done this 15th day of July 2024.



FRANCISCO P. TIU LAUREL JR.
Secretary

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DA-Office of the Secretary
JUL 15 2024
OFFICE OF THE SECRETARY
Department of Agriculture



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