



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**GENERAL MEMORANDUM ORDER**

No.: 11

Series of 2024

**SUBJECT: PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY (PhilFIDA) 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 PhilFIDA Central Office and its Regional Offices and Regional Satellite Office 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. ADMINISTRATIVE MATTERS**

**a. LEAVE OF ABSENCE**

<b>Period</b>	<b>Personnel/Rank</b>	<b>Approving Authority</b>
Five (5) days or less	Executive Director	Undersecretary or Assistant Secretary concerned
Six (6) days to One (1) calendar year or more	Executive Director	Secretary
More than 30 days to One (1) Calendar Year or more	Deputy Executive Director/ Regional Director	Secretary
	All other employees	Undersecretary or Assistant Secretary concerned
One (1) day to thirty (30) days	Deputy Executive Director/ Regional Directors/ Satellite Office Head	Executive Director
	All other employees <i>(For Central Office)</i>	Executive Director or designated authorized signatory through a Special Order
	All other employees <i>(For Regional Office (RO) /Regional Satellite Office (RSO))</i>	Regional Director/ Satellite Office Head

**b. TRAVEL ORDER (LOCAL)**

<b>Period</b>	<b>Officials/Employees</b>	<b>Approving Authority</b>
Five (5) days or less	Executive Director	Undersecretary or Assistant Secretary concerned
	Deputy Executive Director	Executive Director
	Regional Director/ Head Satellite Office	Executive Director or designated authorized signatory through Special Order
	All employees <i>(For Central Office)</i>	
	All employees <i>(For RO/RSO)</i>	Regional Director/ Head Satellite Office
Six (6) days and more	All officials and employees	Undersecretary or Assistant Secretary concerned

**II. PROCUREMENT MATTERS**

**a. APPROVAL OF PURCHASE REQUEST**

<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>REQUISITIONER</b>	<b>VERIFICATION</b>	<b>FUNDED BY</b>	<b>APPROVING AUTHORITY</b>
Above PhP100M	Executive Director	BAC Chairperson	Budget Officer	Secretary
Above PhP5M to PhP100M	Deputy Executive Director/ Regional Director/ Head Satellite Office	BAC Secretariat		Executive Director
Above PhP500K to PhP5M	Division Chief <i>(for Central Office)</i>			Deputy Executive Director
	Unit Head <i>(for RO/RSO)</i>			Regional Director/ Head Satellite Office
PhP500K and below	Division Chief <i>(for Central Office)</i>			Deputy Executive Director
	Unit Head <i>(for RO/RSO)</i>	Regional Director/ Head Satellite Office		



**b. RESOLUTION/CONTRACT/NOTICE OF AWARD/NOTICE TO PROCEED**

<b>AMOUNT</b>	<b>APPROVING AUTHORITY</b>
Above PhP 100M	Secretary
Above PhP 5M to PhP 100M	Executive Director
PhP5M and below	Deputy Executive Director ( <i>for Central Office</i> )
	Regional Director ( <i>for RO</i> )/ Head Satellite Office ( <i>for RSO</i> )

**III. FINANCIAL MATTERS**

**a. OBLIGATION REQUEST AND STATUS**

<b>AMOUNT</b>	<b>BOX A</b>	<b>BOX B</b>
Above PhP100M	Secretary	Budget Officer
Above PhP5M to PhP100M	Executive Director	
Above PhP500K to PhP5M	Deputy Executive Director ( <i>for Central Office</i> )	
	Regional Director/ Head Satellite Office ( <i>For RO/RSO</i> )	
PhP500K and below	Division Chief ( <i>for Central Office</i> )	
	Unit Head ( <i>for RO/RSO</i> )	




**b. DISBURSEMENT VOUCHER**

<b>AMOUNT</b>	<b>BOX A</b>	<b>BOX C</b>	<b>BOX D</b>
Above PhP100M	Executive Director	Chief Accountant or Designated Authorized Signatory	Secretary
Above PhP5M to PhP100M	Deputy Executive Director/ Regional Director/ Head Satellite Office		Executive Director
PhP5M and below	Division Chief <i>(for Central Office)</i>		Deputy Executive Director <i>(for Central Office)</i>
	Unit Head <i>(for RO/RSO)</i>	Regional Director/ Head Satellite Office <i>(for RO/RSO)</i>	

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

Done this 25th day of June 2024.

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



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