



GENERAL MEMORANDUM ORDER

No.: 13

Series of 2024

SUBJECT: PHILIPPINE CARABAO CENTER (PCC) SUPPLEMENTAL ORDER TO GENERAL MEMORANDUM ORDER NO. 01, SERIES OF 2024, " Delegation of Authority 2024"

To facilitate the administrative and financial transactions and ensure operational efficiency at the PCC and its Regional Centers, the herein guideline is hereby issued as a Supplementary Order to GMO No. 1, Series of 2024:

II. ADMINISTRATIVE MATTERS

E. LEAVE OF ABSENCE

Period	Personnel/Rank	Approving Authority
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/ Agricultural Center Chief IV	Secretary
	All other employees	Undersecretary or Assistant Secretary concerned
Five (5) days or less	Executive Director	Undersecretary or Assistant Secretary concerned
One day to 30 calendar days	Deputy Executive Director/ Agricultural Center Chief IV/ All employees at PCC-National Headquarters and Gene Pool (NHQGP)	Executive Director
6 days to 30 days	All other employees in PCC Regional Centers	Deputy Executive Director
One day to 5 days		Agricultural Center Chief IV



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F. TRAVEL ORDER/AUTHORITY

LOCAL TRAVEL

Period	Personnel/Rank	Approving Authority
Five (5) days or less	Executive Director/ Deputy Executive Director	Executive Director
	Agricultural Center Chief IV	
	All other employees at PCC-NHQGP	
	All employees at PCC Regional Centers	Agricultural Center Chief IV
Six (6) days or more	All officials and employees	Undersecretary or Assistant Secretary concerned

III. PROCUREMENT MATTERS

B. APPROVAL OF PURCHASE REQUEST

Approved Budget for the Contract	Requisitioner	Verification	Funded by	Approving Authority
Above Php 100M	Executive Director	Procurement Section	Budget Officer	Secretary
PCC-NHQGP				
Above Php 5M to Php 100M	Executive Director	Procurement Section	Budget Officer	Executive Director
Above Php 500,000 to Php 5M	Deputy Executive Director			Executive Director
Php 500,000 and below	Division Chief/Program Coordinator/ Project Leader			Deputy Executive Director
PCC-Regional Centers				
Above Php 25M to Php 100M	Agricultural Center Chief IV	Procurement Section	Budget Officer	Executive Director
Php 25M and below	Section Chief/ Program Coordinator/ Project Leader			Agricultural Center Chief IV



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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**

Contract Price	Approving Authority
Above Php 100M	Secretary
PCC-NHQGP	
Above Php 1M to Php 100M	Executive Director
Php 1M and below	Deputy Executive Director
PCC-Regional Centers	
Above Php 5M to Php 100M	Executive Director
Above Php 1M to Php 5M	Deputy Executive Director
Php 1M and below	Agricultural Center Chief IV



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IV. FINANCIAL MATTERS

A. OBLIGATION REQUEST AND STATUS /BUDGET UTILIZATION REQUEST (BURS)

AMOUNT INVOLVED	BOX A	BOX B
Above Php 100M	Secretary	Budget Officer or designated authorized signatory
PCC-NHQGP		
Above Php 5M to Php 100M	Executive Director	Budget Officer or designated authorized signatory
Above Php 500,000 to Php 5M	Deputy Executive Director	
Php 500,000 and below	Division Chief	
PCC-Regional Centers		
Above Php 25M to Php 100M	Executive Director	Budget Officer or designated authorized signatory
Above Php 500,000 to Php 25M	Agricultural Center Chief IV	
Php 500,000 and below	Section Chief/Program Coordinator/ Project Leader	



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B. DISBURSEMENT VOUCHER

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php 100M	Executive Director	Accountant or designated authorized signatory	Secretary
PCC-NHQGP			
Above Php 5M to Php 100M	Deputy Executive Director	Accountant or designated authorized signatory	Executive Director
Above Php 500,000 to Php 5M	Concerned Division Chief		Deputy Executive Director
Php 500,000 and below	Concerned Division Chief		Division Chief for Administrative, Financial and Management Division
PCC-Regional Centers			
Above Php 25M to Php 100M	Deputy Executive Director	Accountant or designated authorized signatory	Executive Director
Below Php 25M	Concerned Section Head/ Program Coordinator/ Project Leader		Agricultural Center Chief IV

Note: The PCC Regional Centers that operate within universities shall follow the Delegation of Authority of their respective host institutions.

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

Done this 14th day of AUGUST 2024.

FRANCISCO P. TIU LAUREL JR.
 Secretary



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