



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. 14

Series of 2024

**SUBJECT: DA-REGIONAL FIELD OFFICE - CORDILLERA ADMINISTRATIVE REGION
SUPPLEMENTAL ORDER TO GENERAL MEMORANDUM ORDER (GMO)
NO. 01, SERIES OF 2024 "DELEGATION OF AUTHORITY 2024"**

In the interest of the service and in order to respond to regional operational challenges, the succeeding guidelines are issued to supplement General Memorandum Order (GMO) No. 01 dated January 23, 2024, series of 2024.

II. ADMINISTRATIVE MATTERS

I. ISSUANCES OF ORDERS, MEMORANDA, CONTRACTS / INSTRUMENTS (MEMORANDUM OF AGREEMENT/ UNDERSTANDING (MOAs/ MOUs), USUFRUCT) CIRCULARS, LETTERS, AND RELATED COMMUNICATIONS

Supplemental provision for DA-RFO CAR:

The Certification of Availability of Funds in contracts, purchase orders, work orders, memorandum of agreement, and other contracts or agreements pursuant to Presidential Decree No. 1445 shall be certified by the Chief, Accounting Section ***or designated authorized signatory by the Regional Executive Director.***

III. PROCUREMENT MATTERS

B. APPROVAL OF PURCHASE REQUEST

In addition to the Chief of the Budget Officer, the Regional Executive Director may designate an authorized signatory of the budget office who shall sign under the "Funded By" portion in column 4 of Page 8 under B. Approval of the Purchase Request of GMO No. 1, Series of 2024 to ensure continuity of the processing of documents.

The prevailing conditions in the designation of authorized signatory are as follows:

1. The Chief Budget Officer is on official travel or on leave of absence;
2. The Regional Executive Director shall appropriately authorize the officer-in-charge of the budget office through a special order; and
3. Authority is limited to the specific provisions of the special order.



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IV. FINANCIAL MATTERS

B. DISBURSEMENT VOUCHER

In addition to the designated signatories, additional officials are hereby authorized to sign financial documents, as the Regional Executive Director deems necessary such as when the primary signatories are on official travel or on leave of absence.

Amount Involved	BOX A	BOX C	BOX D
Above Php 100M	Regional Executive Director	Chief, Accounting Section <i>or designated authorized signatory by the Regional Executive Director</i>	Secretary unless delegated through the recommendation of the Undersecretary concerned
Above Php 5M to 100M	Regional Technical Director*		Regional Executive Director*
Above P500,000 to below P5M	Division Chief concerned**		Regional Technical Director **
Php 500,000 and below	Division Chief concerned**		Chief, Administration and Finance Division (AFD) <i>or designated authorized signatory by the Regional Executive Director</i>

Provided that for **salaries and remittances (mandatory deductions) of regular staff, job order personnel, or contract of service**, the disbursement voucher (Box A and D) may be signed by the designated officials as stated above. However, in the absence of the regional official/personnel designated to sign in the disbursement vouchers, the following personnel may sign to avoid delays:

Box A:

- * Division Chief
- **Section Chief

Box D

- * Regional Technical Director
- **Division Chief

E. SIGNING AND COUNTERSIGNING OF CHECKS

All checks shall be signed by the Chief of the Cashiering Unit or the Assistant Cashier having been **duly designated authorized signatory by the Regional Executive Director** and countersigned by the official approving the Disbursement Voucher (Box D).



Masaganang Agrikultura,
Maunlad na Ekonomiya

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F. 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 Php 100M	Chief, Accounting Section <i>or designated authorized signatory by the Regional Executive Director</i>	Secretary	Chief Cashiering Unit <i>or designated authorized signatory by the Regional Executive Director</i>	Secretary
Above Php 5M to 100M		Regional Executive Director		Regional Executive Director
Above P500,000 to below P5M		Regional Technical Director who is not the BAC Chairperson		Regional Technical Director who is not the BAC Chairperson
Php 500,000 and below		Division Chief for Administration and Finance <i>or designated authorized signatory by the Regional Executive Director</i>		Division Chief for Administration and Finance <i>or designated authorized signatory by the Regional Executive Director</i>

All other provisions of GMO No. 1 Series of 2024, as amended shall remain in order.

This order shall take effect immediately upon approval and shall remain in force until revoked in writing.

Done this 6th day of SEPTEMBER 2024.

FRANCISCO P. TIU LAUREL JR.
Secretary

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