



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.: 18

Series 2024

**SUBJECT: AMENDMENT TO GENERAL MEMORANDUM ORDER (GMO) NO. 17, SERIES OF 2024 RE: AMENDMENT TO ITEM II. ADMINISTRATIVE MATTERS (D) MOVEMENT OF PERSONNEL IN GENERAL MEMORANDUM ORDER (GMO) NO. 01, SERIES OF 2024 RE: DELEGATION OF AUTHORITY 2024**

In the interest of service and to further clarify the reassignment, detail and secondment of personnel in General Memorandum Order No. 17, Series of 2024 on the amendment to Item II. Administrative Matters (D.) Movement of Personnel, General Memorandum Order No. 01, Series of 2024 on "Delegation of Authority 2024" is hereby restated as follows:

**D. MOVEMENT OF PERSONNEL**

As a general rule, the Secretary shall approve the movement of personnel such as reassignment, detail, and secondment.

However, in case of movement of personnel **within** their mother unit/agency, the following specifications of authority shall be strictly observed unless otherwise provided by law or expressly authorized by the Secretary in writing:

DA UNIT	PERSONNEL	APPROVING/ SIGNING AUTHORITY
DA-Central Office, Regional Field Offices, Bureaus, Attached Agencies	Above Division Chief	Secretary
	Division Chief and below	Head of Agency
Attached Corporations	Presidential Appointees	Secretary
	Non-Presidential Appointees	Head of Agency

Movement of personnel **outside** of their respective units shall be approved by the Secretary by the issuance of a Special Order to that effect.

For secondment of (1) DA personnel to other Departments or (2) employees of other Departments to DA, a Memorandum of Agreement (MOA) indicating the details of the movement shall be entered into, observing the following specifications of authority:

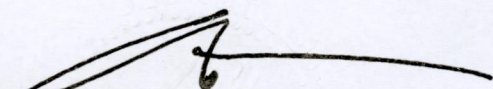
DA UNIT	SIGNING AUTHORITY
DA-Central Office, Regional Field Offices, Bureaus, Attached Agencies	Secretary or his duly authorized representative
Attached Corporations	Head of Agency

All agreements executed for this purpose shall be subject to the provisions of the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), the CSC MC No. 12, s. 2024 or the Revised Policies on Secondment, and other existing civil service laws, rules and regulations.

All other provisions of GMO No. 17, Series of 2024 shall remain in order.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 19<sup>th</sup> day of November 2024.

  
**FRANCISCO P. TIULA LAUREL JR.**  
Secretary

Department of Agriculture  
Records Division  
NOV 19 2024

