



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. 03
 Series of 2025

**SUBJECT : BUREAU OF FISHERIES AND AQUATIC RESOURCES (BFAR)
 SUPPLEMENTAL ORDER TO GENERAL MEMORANDUM ORDER
 NO. 01, SERIES OF 2024, "DELEGATION OF AUTHORITY 2024"**

To facilitate and enhance the operational efficiency of DA-BFAR, a Supplementary Order to General Memorandum Order No. 01, Series of 2024 is hereby issued to be observed and adopted by the said office, as follows:

III. PROCUREMENT MATTERS
B. APPROVAL OF PURCHASE REQUEST

BFAR-CENTRAL OFFICE

Approved Budget for the Contract	REQUISITIONER	VERIFICATION	FUNDED BY	APPROVING AUTHORITY
Above Php 5M to Php 100M	Assistant Bureau Director/ Center/Division Chief Concerned	Administrative Division-Property Section	Chief, Budget Section	Bureau Director
Above Php 500,000 to Php 5M		BAC Secretariat		Assistant Director for Administrative Services
Php 500,000 and below				Chief, Administrative Division

BFAR-REGIONAL FISHERIES OFFICE

Approved Budget for the Contract	REQUISITIONER	VERIFICATION	FUNDED BY	APPROVING AUTHORITY
Above Php 50M to Php 100M	Division Chief/OIC, Provincial Fisheries	Finance and Administrative Section-Property Unit	Budget Officer	Bureau Director
Php 50M and below	Office/Unit Head Concerned	BAC Secretariat		Regional Director

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**

BFAR-CENTRAL OFFICE

Contract Price	APPROVING AUTHORITY
Above Php 5M to Php 100 M	Bureau Director
Above Php 500,000 to Php 5M	Assistant Director for Administrative Services
Php 500,000 and below	Chief, Administrative Division

BFAR-REGIONAL FISHERIES OFFICE

Contract Price	APPROVING AUTHORITY
Above Php 50M to Php 100 M	Bureau Director
Php 50 M and below	Regional Director

IV. FINANCIAL MATTERS

A. OBLIGATION REQUEST AND STATUS

- **BFAR-CENTRAL OFFICE**

AMOUNT INVOLVED	BOX A	BOX B
Above Php 5M to Php 100 M	Bureau Director	Chief, Budget Section
Above Php 500,000 to Php 5M	Assistant Director for Administrative Services*	
Php 500,000 and below	Chief, Administrative Division	

*The Division Chief concerned should affix her/his initial prior to the approval/signature of the Assistant Director for Administrative Services



BFAR-REGIONAL FISHERIES OFFICE

AMOUNT INVOLVED	BOX A	BOX B
Above Php 50M to Php 100 M	Bureau Director	Budget Officer
Above Php 500,000 to Php 50M	Regional Director	
Php 500,000 and below	Chief, Finance and Administrative Section	

B. DISBURSEMENT VOUCHER**BFAR-CENTRAL OFFICE**

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php 5M to Php 100 M	Center/Division Chief Concerned	Chief, Accounting Section	Bureau Director
Above Php 500,000 to Php 5M			Assistant Director for Administrative Services
Php 500,000 and below			Chief, Administrative Division

BFAR- REGIONAL FISHERIES OFFICE

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php 50M to Php 100 M	Division Chief/OIC, Provincial Fisheries Office/Unit Head Concerned	Chief, Accounting Unit	Bureau Director
Above Php 500,000 to Php 50M			Regional Director or Authorized Official
Php 500,000 and below			Chief, Finance and Administrative Section

C. NOTICE OF TRANSFER ALLOCATION (NTA)

AMOUNT INVOLVED	APPROVING AUTHORITY
Php 100 M and below	Bureau Director

D. ADVICE OF SUB-ALLOTMENT

AMOUNT INVOLVED	APPROVING AUTHORITY
Php 100 M and below	Bureau Director



E. LIST OF DUE AN DEMANDABLE ACCOUNTS PAYABLE ADVICE TO DEBIT ACCOUNT (LDDAP-ADA)

BFAR CENTRAL OFFICE


AMOUNT INVOLVED	LDDAP		ADA	
	BOX A	BOX B	BOX 1	BOX 2
Above Php 5M to Php 100 M	Chief, Accounting Section	Bureau Director	Chief, Cashiering Section	Bureau Director
Above Php 500,000 to Php 5M		Assistant Director for Administrative Services		Assistant Director for Administrative Services
Php 500,000 and below		Chief, Administrative Division		Chief, Administrative Division

BFAR- REGIONAL FISHERIES OFFICE

AMOUNT INVOLVED	LDDAP		ADA	
	BOX A	BOX B	BOX 1	BOX 2
Above Php 50M to Php 100M	Designated Accountant	Bureau Director	Designated Cashier	Bureau Director
Above Php 500,000 to Php 50M		Regional Director		Regional Director
Php 500,000 and below		Division Chief/OIC, Provincial Fisheries Office/Unit Head Concerned		Chief, Finance and Administrative Section

This Order shall take effect immediately and shall remain in force until revoked in writing. GMO No. 06, Series of 2024 and all other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 20th day of MARCH 2025.


FRANCISCO P. TIULA LAUREL JR.
 Secretary



DA-CO-OSEC-GMO2025-0227-01-002