

**GENERAL MEMORANDUM**ORDER NO. 01

SERIES OF 2019

SUBJECT: AMENDMENT TO GENERAL MEMORANDUM NO. 01, SERIES OF 2011, RE: DELEGATION OF SIGNING AUTHORITIES ON FINANCIAL MATTERS TO CENTRAL AND FIELD OFFICES

In the interest of the service and in order to facilitate the procurement of farm inputs and processing of financial documents for the implementation of Climate Resilient Farm Productivity Support (CRFPS) under the Agrarian Reform Beneficiaries Development and Sustainability Program (ARBDSP) which is in support to RA 9729 or the Climate Change Act and RA 2010 or the Disaster Reduction and Risk Management (DRRM) Act, an amendment to certain provision of GMO No. 01, series of 2011, is hereby issued, to wit:

A. REQUISITION

The signing authority for all requisition is delegated as follows:

AMOUNT	RECOMMENDING	APPROVING
Up to Php 3M	PARPO I	PARPO II

B. PURCHASE ORDERS / LETTER ORDERS / JOB ORDERS / MEMORANDUM OF AGREEMENT / CONTRACT OF SERVICE AND OTHER CONTRACTS

The authority to sign all orders, contracts, agreements and other contracts is delegated as follows:

AMOUNT	RECOMMENDING	APPROVING
Up to Php 3M	PARPO I	PARPO II

C. OBLIGATION REQUEST AND STATUS

The authority to sign Obligation Slip is delegated as follows:

CERTIFICATION AS TO		
AMOUNT	Necessity and legality of charge to appropriation / allotment (BOX A)	Availability of appropriation allotment and funds obligated (BOX B)
Up to Php 3M	PARPO II	Provincial Budget Officer

D. APPROVAL OF DISBURSEMENT VOUCHERS

The authority to sign disbursement vouchers is delegated as follows:

BOX A	BOX B	BOX C	BOX D
CERTIFIED: Expenses / Cash Advance necessary, lawful & incurred under my direct supervision	Accounting Entry	CERTIFIED: Cash available / subject to ADA (when applicable) Supporting documents complete and amount claimed proper	Approved for payment
PARPO II	PROVINCIAL ACCOUNTANT	PROVINCIAL ACCOUNTANT	PARPO I

E. SIGNING AND COUNTERSIGNING OF CHECKS

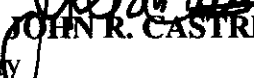
The authority to sign checks/memoranda/Notice of Cash Allocation is delegated as follows:

AMOUNT	SIGNATORY A	SIGNATORY B
Up to Php 3M	PARPO I	PARPO II

All other provisions of General Memorandum Order No. 01, series of 2011, shall remain in force.

This Order takes effect immediately.

SEP 10, 2019, Diliman, Quezon City.


ATTY. JOHN R. CASTRICIONES
Secretary

Department of Agrarian Reform
Office of the Secretary

