



GENERAL MEMORANDUM
ORDER NO. 02
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 Convergence on Livelihood Assistance for Agrarian Reform Beneficiaries Project (CLAAP) under Enterprise Development, Economic and Physical Infrastructure Support (EDES) at the Provincial Offices, 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 7M	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 7M	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 7M	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 7M	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 23, 2019, Diliman, Quezon City.


ATTY. JOHN R. CASTRICIONES
Secretary

Department of Agrarian Reform
Office of the Secretary


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