



PUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

## General Memorandum

Order No. 04

Series of 2018

**SUBJECT: Addendum to General Memorandum Order (GMO) No. 01, Series of 2011, Re: Delegation of Signing Authorities on Financial Matters to Field Officers to Comply with DBM Circular Letter No. 2018-8**

In the interest of the service and to be able to comply with the requirement of DBM Circular Letter No.2018-8 entitled, "Prescribing Guidelines on the Conduct of Early Procurement for FY 2019 NEP" on the conduct of early procurement from October to December, 2018 of at least 50% of the volume or number of the planned procurement for FY 2019, an addendum to DAR GMO No. 01, Series of 2011, on Delegation of Signing Authorities on Financial Matters to Central and Field Officers specifically to authorized Provincial Agrarian Reform Program Officer (PARPO) II to sign/approve all necessary documents for procurement purpose, to wit:

### A. REQUISITION

The signing authority for all requisition is delegated as follows:

	Recommending	Approving
Up to Php 20 Million	ARD	Regional Director
Up to Php 15 Million	PARPO I	PARPO II

### B. MEMORANDUM OF AGREEMENTS/CONTRACTS/PROCUREMENT DOCUMENTS

The authority to sign purchase orders, Invitation to Bid, Request For Quotation, letter orders, job orders, memoranda of agreement, contracts of service and other related procurement documents necessary to expedite compliance is delegated as follows:

	Recommending	Approving
Up to Php 20 Million	ARD	Regional Director
Up to Php 15 Million	PARPO I	PARPO II

### C. OBLIGATION REQUEST

The authority to sign obligation slips on Procurement transactions is delegated as follows:

#### CERTIFICATION AS TO

	Necessity & Legality of Charges to Appropriation/ Allotment (Box A)	Availability of Appropriation Allotment & Funds Obligated (Box B)
Up to Php 20 Million	Regional Director	Budget Officer III (DARRO)
Up to Php 15 Million	PARPO II	Budget Officer II (DARPO)

#### D. APPROVAL OF DISBURSEMENT VOUCHERS

The Authority to sign Disbursement Vouchers on Procurement transactions 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 & amount claimed proper	Approved for Payment
Regional Office	RD	Chief Accounting Unit	Chief Accounting Unit	ARD
Provincial Office	PARPO II	Chief Accounting Unit	Chief Accounting Unit	PARPO I

#### E. SIGNING AND COUNTERSIGNING OF CHECKS

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

	SIGNATORY A	SIGNATORY B
Up to Php 20 Million	ARD	REGIONAL DIRECTOR
Up to Php 15 Million	PARPO I	PARPO II

This addendum to GMO No.01, Series of 2011 shall be for FY 2019 procurement funding, all other provisions of said GMO shall remain in force.

This Order takes effect immediately.

**DEC 20 2018**

, Diliman Quezon City.

ATTY. JOHN R. CASTRICIONES  
Secretary

Department of Agrarian Reform  
Office of the Secretary



MEMO-18-05750