



GENERAL MEMORANDUM
ORDER NO. 04
 Series of 2023

SUBJECT: DELEGATION OF SIGNING AUTHORITIES ON FINANCIAL MATTERS TO FACILITATE THE IMPLEMENTATION OF PROJECTS FUNDED BY THE AGRARIAN REFORM FUND

In the interest of the service and to ensure the effective management and efficient utilization of Agrarian Reform Fund (ARF), the delegation of signing authorities and responsibilities is hereby prescribed as follows:

I. FINANCIAL MATTERS

A. REQUISITION

The signing authority for all requisitions is delegated as follows:

	<u>Recommending</u>	<u>Approving</u>
Central Office		
More than 30 million	USec, FMAO	Secretary
Up to 30 million	USec/RD concerned	USec, FMAO
Region		
Up to 30 million	ARD/PARPO II concerned	Reg. Director
Up to 15 million	Head of Office concerned	ARD for STO
Province		
Up to 15 million	PARPO I/PCAO	PARPO II
Up to 5 million	Head of Office concerned	PARPO I

B. MEMORANDUM OF AGREEMENTS/CONTRACTS/ PURCHASE ORDERS, PROCUREMENT DOCUMENTS

The authority to sign Purchase Orders, Letter Orders, Job Orders, Memorandum of Agreements, contracts of service, Invitation to Bid, Requests for Quotation and other procurement documents necessary to expedite compliance is delegated as follows:

	<u>Recommending</u>	<u>Approving</u>
Central Office		
More than 30 million	USec, FMAO	Secretary
Up to 30 million	USec/RD concerned	USec, FMAO

Region

Up to 30 million	ARD/PARPO II concerned	Regional Director
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Province

Up to 15 M	PARPO I/PCAO	PARPO II
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Procurement of goods, infrastructure and consulting services for the implementation of ARF projects shall comply with the relevant provisions of RA 9184 and its Revised Implementing Rules and Regulations.

C. OBLIGATION REQUEST AND STATUS (ORS)

The authority to sign Obligation Request and Status (ORS) for payment of expenditures, procurement, and related transactions is delegated as follows:

CERTIFICATION AS TO

NECESSITY AND LEGALITY OF CHARGES TO APPROPRIATION/ ALLOTMENT (Box A)	AVAILABILITY OF APPROPRIATION/ ALLOTMENT AND FUNDS OBLIGATED (Box B)
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Central Office

More than 30 million	Secretary	Chief, Budget Division
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Up to 30 million	USec, FMAO	Chief, Budget Division
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Region

Up to 30 million	Regional Director	Regional Budget Officer
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Province

Up to 15 million	PARPO II	Provincial Budget Officer
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D. APPROVAL OF DISBURSEMENT VOUCHERS

The authority to sign Disbursement Vouchers for payments of expenditures, procurement and related project transactions is delegated as follows:

	<u>Box A</u>	<u>Box C</u>	<u>Box D</u>
	Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision	Certified: Cash available/subject ADA (when applicable) and supporting documents complete and amount claimed proper	Approved for Payment
Central	Usec, FMAO	Chief Accountant	Director, FMS
Region	Regional Director	Regional Accountant	ARD for STO
Province	PARPO II	Provincial Accountant	PARPO I/PCAO

E. SIGNING AND COUNTERSIGNING OF CHECKS

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

	<u>Signatory A</u>	<u>Signatory B</u>
Central Office		
10 million and above	Asec, FASPO <i>Alternate:</i> Asec, FMAO – FMO	Usec, FMAO
Less than 10 million	Director, FMS <i>Alternate:</i> Cashier III	ASec, FMAO-FMO <i>Alternate:</i> Asec, FASPO
Region		
Up to 30 million	ARD for STO	Regional Director
Up to 15 million	RCAO /Reg. Cashier	ARD for STO
Province		
Up to 15 million	PARPO I/PCAO	PARPO II
Up to 5 million	PCAO /Prov. Cashier	PARPO I/PCAO

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

1. The authority to sign *Item I. List of Due and demandable Accounts Payable (Appendix 42)* is delegated as follows:

	<u>Certified Correct</u>	<u>Approving Official</u>
Central Office		
10 million and above	Chief Accountant	Asec, FMAO – FMO
Less than 10 million	Chief Accountant	Director, FMS
Region		
Up to 30 million	Regional Accountant	Regional Director
Up to 15 million	Regional Accountant	ARD for STO
Province		
Up to 15 million	Provincial Accountant	PARPO II
Up to 5 million	Provincial Accountant	PARPO I/PCAO

2. The authority to sign *Item II. Advice to Debit Account (of Appendix 42)* is delegated as follows:

	<u>Certified Correct</u>	<u>Approving Official</u>
Central Office		
10 million and above	Asec, FASPO <i>Alternate:</i> Asec, FMAO – FMO	Usec, FMAO
Less than 10 million	Director, FMS <i>Alternate:</i> Cashier III	ASec, FMAO-FMO <i>Alternate:</i> Asec, FASPO

Region

Up to 30 million	ARD	Regional Director
Up to 15 million	RCAO /Reg.Cashier	ARD for STO

Province

Up to 15 million	PARPO I/PCAO	PARPO II
Up to 5 million	PCAO /Prov. Cashier	PARPO I/PCAO

II. LIMITATIONS

Exercise of the authorities herein provided shall, in all cases, be in compliance with existing laws, accounting and auditing rules and regulations.

III. EXERCISE OF AUTHORITY BY THE SECRETARY

1. The delegation of authorities shall not preclude the Secretary from exercising control whenever he deems necessary in the paramount interest of the government.
2. The Secretary may modify the delegation of authority at any time in the interest of the service; reverse or revise, in whole or in part, any action taken by the officials in whose favor authority are delegated.


IV. REPEALING CLAUSE

All Orders, Memoranda, Circulars and previous related issuances inconsistent herewith are deemed repealed/revoked accordingly. Strict compliance is enjoined.

V. EFFECTIVITY

This Order takes effect immediately.

Diliman, Quezon City, 01 December, 2023.


CONRADO M. ESTRELLA III
Secretary

Department of Agrarian Reform

Office of the Secretary



A23-120106006

OSEC-CME-GMO