



General Memorandum Order

No. 01

Series of 2024

**SUBJECT : AMENDMENT TO GENERAL MEMORANDUM ORDER NO. 3,
SERIES OF 2023**

1. In the exigency and paramount interest of the service, Item II. Financial matters of General Memorandum Order No. 03, Series of 2023 is hereby amended as follows:

"II. Financial Matters

1. Conduct of National Assessment, Conventions, trainings, Festivals, Exhibits and / or Other Activities by the Department

a. xxx

b. xxx

b.1. xxx

b.2. Reviewed by the **Assistant Secretary for Financial and Management Services and Procurement** at the DARCO if accordance with the approved Work Financial Plan of the concerned office for specific fund sources, earmarked the allotment for the purpose, certified as to the availability of funds included in their APP and crucial to the efficient discharge of governmental functions.

c. xxx

c.1. xxx c.2. xxx

d. The approval of proposals and special orders if applicable is delegated as follows:

| Amount | Recommended by | Approving |
|-----------------------|------------------------------|-----------------------|
| Central | | |
| More than 5M | USEC of the Sector Concerned | Secretary |
| Up to 5M | USEC of the Sector Concerned | USEC FMAO |
| FAPS | | |
| More than P50M | PIO/USEC-FASPO | Secretary |
| P50M and less | Deputy PIO/ASEC-FASPO | PIO/USEC-FASPO |
| Xxxx | | |

2. REQUISITION

xxx The Authority is delegated as follows:

A. Purchase Request

All approved Purchase Requests must be received by the respective BAC at least thirty (30) calendar days from the intended program, activity or project.

All approved Purchase Requests must be with funds appropriately earmarked for the purpose by the Budget Division or Section and supported by a duly-approved Work Financial Plan, Project/Activity Proposal (if applicable), Approved Annual Procurement Plan, Market Scoping, verified technical specifications/ Terms of Reference/ Scope of Works and Bill of Quantities, and such other documents required under RA 9184.

| Amount | Recommended by | Approving |
|----------------------|---|------------------|
| Central/Field | | |
| More than P50M | USEC of the Concerned Sector and the ASEC for FMS/Procurement | Secretary |

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| | | |
|-------------------------------------|--|---|
| More than P5M but less than P50M | USEC of the Concerned Sector and the ASEC for FMS/Procurement | USEC FMAO |
| More than P500,000 but less than 5M | ASEC of the Sector Concerned/ Regional Director and the ASEC for FMS/Procurement | USEC of the Concerned Sector |
| Up to P500,000 | Director concerned for DARCO Assistant Regional Director PARPO I or Division Chief Concerned | ASEC for FMS/Procurement RD for DARRO PARPO II for PARO |
| FAPS - Central Office | | |
| More than P50M | PIO/USEC-FASPO and the ASEC for FMS/Procurement | Secretary |
| P40M and below | Deputy PIO/ASEC-FASPO and the ASEC for FMS/Procurement | PIO/USEC-FASPO |
| FAPS - Field Office | | |
| More than P5M but less than P15M | ARD | RD |
| Up to P5M | PARPO I/PCAO | PARPO II |

B. BAC Resolutions, Notices of Award, Contracts (including Purchase Order, Memorandum of Agreement, Contract of Service, and similar instruments), Notices to Proceed and such other procurement-related documents requiring the approval of the Head of the Procuring Entity

BAC Resolutions, Notices of Award, Contracts (including Purchase Order, Memorandum of Agreement, Contract of Service, and similar instruments), and Notices to Proceed must be duly supported with an approved Purchase Request with the attached documents mentioned under Item 2.A with funds appropriately earmarked for the purpose by the Budget Division or Section, together with other pertinent supporting

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documents, including approved proposals and resolutions, if applicable. There must be an approved PR before the actual undertaking of repairs, before lease of venue, the conduct of activity and the procurement of goods, among others.

| Amount | Recommended by | Approving |
|---|---------------------|-------------------------------------|
| Central | | |
| More than P50M (Competitive Bidding) | National BAC | Secretary |
| More than P1M up to P50M (Competitive Bidding except Lease of Venue and Transportation Rental) | National BAC | Designated HOPE (USEC FASPO) |
| Lease of Venue and Transportation Rental regardless of amount | National BAC | Designated HOPE (USEC FOO) |
| Other modes of Procurement regardless of amount | National BAC | Designated HOPE (USEC FMAO) |
| Field Offices | | |
| Regional | Regional BAC | Regional Director |
| Provincial | Provincial BAC | Provincial Director |
| FAPS | | |
| More than P40M | National BAC | Secretary |
| Up to P40M | National BAC | Designated HOPE (USEC FASPO) |

3. LETTERS ORDERS/ JOB ORDERS

a. xxx

b. The authority is delegated as follows:

| Amount | Recommended by | Approving |
|--------|----------------|-----------|
| | | |

| | | |
|-------------------------|----------------|---------------------|
| Central | | |
| Refer to Item 2B | | |
| Field Offices | | |
| Regional | Regional BAC | Regional Director |
| Provincial | Provincial BAC | Provincial Director |
| FAPS | | |
| Refer to Item 2B | | |

4. MEMORANDUM OF AGREEMENTS/ CONTRACT OF SERVICE AND OTHER CONTRACTS

- a. Memoranda of Agreement (MOAs), Contracts of Service (COS), and other contracts must be duly supported with approved project or activity proposal and its supporting documents, with funds appropriately earmarked for the purpose by the Budget Division or Section, together with other supporting documents, such as resolutions, if applicable. The authority to approve is delegated as follows:

| Amount | Recommended by | Approving |
|-------------------------|-----------------------|---------------------|
| Central | | |
| Refer to Item 2B | | |
| Field Offices | | |
| Regional | Regional BAC | Regional Director |
| Provincial | Provincial BAC | Provincial Director |
| FAPS | | |
| Refer to Item 2B | | |

ORFE

This Order shall take effect immediately and amends/ revokes General Memorandum Order No. 3, series of 2023 and all other issuances inconsistent herewith.

19 January 2024, Diliman, Quezon City.


CONRADO M. ESTRELLA III
Secretary

Department of Agrarian Reform

Office of the Secretary



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OSEC-CME-GMO.