



January 18, 2021

MEMORANDUM FROM THE SECRETARY

TO : ALL REGIONAL FIELD OFFICES, BUREAUS AND ATTACHED AGENCIES OF THE DEPARTMENT OF AGRICULTURE

SUBJECT : SUBMISSION OF PROPOSED STAFFING AND STRUCTURE OF PROCUREMENT UNITS

For purposes of harmonizing the procurement process in all of the offices under the Department of Agriculture, the DA Central Office's Procurement Division will be tasked to oversee the procurement process in the RFOs, Bureaus and attached Agencies. In connection thereto, there is a need to create a separate organic procurement unit in each of the said offices.

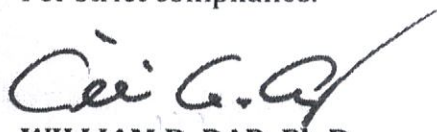
As such, you are hereby directed to submit your proposed Procurement Unit following the template below:

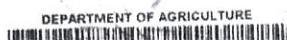
Positions to be filled-up	Name of Personnel	Salary Grade	Contact Number	E-mail Address
1. Procurement Unit Chief/BAC Secretariat Head				
2. Staff positions as may be deemed necessary based on the need of your office				

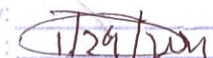
In determining the who will be designated to the position, kindly be guided by the provisions of Department of Budget and Management National Budget Circular No. 2015-558.

Kindly send your proposed structure to da.procddiv@gmail.com on or before **February 3, 2021**. Also, please follow this format for the subject name: <Office Name> - Proposed Procurement Unit (e.g. DA-RFO I - Proposed Procurement Unit).

For strict compliance.


WILLIAM D. DAR, Ph.D.
 Secretary



B A F S
 OFFICE OF THE EXECUTIVE DIRECTOR
 Received by: 
 Date : 1/29/21