



Republic of the Philippines
OFFICE OF THE SECRETARY
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GENERAL MEMORANDUM ORDER

No. 01

Series of 2024

SUBJECT : DELEGATION OF AUTHORITY 2024

I. COVERAGE

This General Memorandum Order (GMO) on Delegation of Authority **consolidates all issuances pertaining to delegation of authority**. This Order shall be observed and adopted by all offices of the Department of Agriculture (DA): Central Office, Regional Field Offices, Bureaus, and Attached Agencies and Corporations.

II. ADMINISTRATIVE MATTERS

A. APPOINTMENTS

Every DA office shall create its own Human Resource Merit Promotion and Selection Board (HRMPSB) as prescribed by the Civil Service Commission (CSC) rules and regulations. It shall conduct the screening of qualified applicants to the vacant positions in their respective offices.

Department Proper, Regional Field Offices/Bureaus/Attached Agencies/Corporations

The DA-Central Office- Personnel Division, Regional Executive Directors (REDs), Bureau Directors and Heads of Attached Agencies and Corporations shall submit to the Office of the Secretary (OSEC) a short list of candidates for the positions to be filled regardless of employment status and salary grade level for the Secretary's approval. Once cleared by the Secretary, the ministerial signing of the appointment is hereby delegated to the Heads of the Offices concerned.

Further, recommendation and placement for third level positions which cover positions in the Career Executive Service such as Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Director of Department Service, all of whom are appointed by the President, shall be signed by the Secretary.



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B. ADMINISTRATION OF OATH OF OFFICE OF APPOINTEES

Department Proper

The oath-taking of SG 4 to SG 24 appointees shall be administered by the Secretary at the DA-Central Office.

Regional Field Offices /Bureaus/Attached Agencies and Corporations

Only appointees to the third level positions shall be administered by the Secretary at the DA-Central Office. Appointees to the 1st and 2nd level positions shall take their oath of office with the Heads of their Offices.

C. DESIGNATION OF OFFICER-IN-CHARGE

Department Proper

The designation of Officer-in-Charge shall be approved by the Secretary. The Secretary may secure the recommendation of the Undersecretary concerned.

Regional Field Offices /Bureaus/Attached Agencies and Corporations

OFFICERS/ PERSONNEL	APPROVING AUTHORITY
Regional Executive Director/Bureau Director and Head of Attached Agencies /Corporations and Regional Technical Director/Assistant Bureau Director/Deputy Heads of Attached Agencies/Corporations	Secretary
All other positions with the rank of Division Chief and lower	Regional Executive Director/Bureau Directors and Heads of Attached Agencies /Corporations

OICs have limited powers pursuant to Section 13 (c), 2017 Omnibus Rules on Appointments and Other Human Resource Action, Revised 2018 (ORAOHRA).

D. MOVEMENT OF PERSONNEL

The Secretary shall approve the movement of personnel such as reassignment, detail, and secondment.

Reassignment of employees of DA- Central Office, Regional Field Office, Bureaus, Attached Agencies/Corporations outside of their mother units shall be issued with Special Order signed by the Secretary.



In the case of reassignment of personnel (Division Chief and lower) is within the Regional Field Offices, Bureaus, Attached Agencies and Corporations, the Heads of these Offices can issue a Regional, Bureau or Attached Agency and Corporation Special Order for the reassignment.

For detail and secondment of DA employees to other Departments or employees of other Departments to DA, a Memorandum of Agreement (MOA) shall be issued for the purpose, indicating therein the details of the movement of the official/employee, subject to the provisions of the Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA) and should be signed by the Secretary of the Department of Agriculture.

E. LEAVE OF ABSENCE

Department Proper

The Secretary shall approve the leave of absence of the Undersecretaries, Assistant Secretaries and Directors regardless of the number of days.

Approval of the leave of absence of Division Chiefs and below:

PERIOD	APPROVING AUTHORITY
One calendar year or more	Secretary
30 calendar days or more	Undersecretary concerned or Assistant Secretary concerned
Less than 30 calendar days	Chief of Staff/ Concerned Director/ Assistant Secretary/Undersecretary with direct supervision over the employee

Regional Field Offices /Bureaus/Attached Agencies and Corporations

PERIOD	PERSONNEL/RANK	APPROVING AUTHORITY
Five (5) days and below	Regional Executive Director/Bureau Director and Heads of Attached Agencies and Corporations	Undersecretary or Assistant Secretary concerned
Six (6) days to one calendar year or more	Regional Executive Director/Bureau Director and Heads of Attached Agencies and Corporations	Secretary



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More than 30 days to one calendar year or more	Regional Technical Director/ Assistant Bureau Director/ Deputy Heads of Attached Agencies and Corporations	Secretary
	All other employees	Undersecretary or Assistant Secretary concerned
One day to 30 calendar days	Regional Technical Director/ Assistant Bureau Director/ Deputy Heads of Attached Agencies and Corporations	Regional Executive Director/Bureau Director and Heads of Attached Agencies and Corporations
	All other employees	

F. TRAVEL ORDER/AUTHORITY

LOCAL TRAVEL

Department Proper

All local travels of six (6) working days and above shall be approved by the Secretary.

On the other hand, official local travels of up to five (5) working days shall be approved by the following:

OFFICIALS/EMPLOYEES	APPROVING AUTHORITY
Undersecretary	Secretary
Assistant Secretary	Undersecretary concerned
Directors	Assistant Secretary concerned
All employees (Plantilla positions, Contract of Service and Job Order personnel)	Chief of Staff/ Concerned Director/ Assistant Secretary/Undersecretary with direct supervision over the employee



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Regional Field Offices /Bureaus/Attached Agencies/Corporations

PERIOD	OFFICIALS/EMPLOYEES	APPROVING AUTHORITY
Five (5) days or less	Regional/Bureau Directors and Heads of Attached Agencies and Corporations and Regional Technical Directors/ Assistant Bureau Directors/ Deputy Heads of Attached Agencies/ Corporations	Regional/Bureau Director / Head of Attached Agency/ Corporation
	All employees (Plantilla positions, Contract of Service and Job Order personnel)	
Six (6) days and above	Regional/Bureau Directors and Heads of Attached Agencies and Corporations and Regional Technical Directors/ Assistant Bureau Directors/ Deputy Heads of Attached Agencies/ Corporations	Undersecretary or Assistant Secretary with oversight over the agency
	All employees (Plantilla positions, Contract of Service and Job Order personnel)	

FOREIGN TRAVEL

All officials and employees of the DA-Central Office, Regional Offices, Bureaus, Attached Agencies and Corporations seeking authority to travel abroad shall seek approval from the Secretary regardless of the length and nature of travel.

G. RETIREMENT/RESIGNATION

Department Proper

- Application for retirement/resignation of all presidential appointees shall be endorsed by the Secretary to the Office of the President for approval.
- Retirement /resignation of all other employees shall be approved by the Secretary upon recommendation of the Undersecretary/Assistant Secretary concerned.



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Regional Field Offices /Bureaus/Attached Agencies and Corporations

- Application for retirement/resignation of all presidential appointees shall be endorsed by the Secretary to the Office of the President for approval.
- Application for retirement/resignation of all other employees shall be approved by the Head of the Office concerned.

H. GRANT OF PERMISSION TO PRACTICE OF PROFESSION OR ENGAGE DIRECTLY OR INDIRECTLY IN ANY PRIVATE BUSINESS

In the Department Proper, the Secretary shall approve the authority to exercise profession or engage in business, regardless of position.

In case of the Regional Field Offices, Bureaus, Attached Agencies and Corporations, the Regional Executive Director, Bureau Director, or Head of Attached Agency/Corporation shall approve the said authority.

The above is in accordance with CSC MC No. 14, s. 2018, "2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018" and the Code of Conduct and Ethical Standards for Public Officials and Employees.

I. ISSUANCES OF ORDERS, MEMORANDA, CONTRACTS/INSTRUMENTS (MEMORANDUM OF AGREEMENT/UNDERSTANDING (MOAs/MOUs), USUFRUCT) CIRCULARS, LETTERS, AND RELATED COMMUNICATIONS

The following shall be approved by the Secretary:

1. Orders, memoranda (not related to procurement), circulars, letters, and other related communications affecting the policies, plans and programs of the Department;
2. Budget proposals for submission to the Department of Budget and Management;
3. Requests for special budget, realignment of funds, and funds for Congress-initiated projects;
4. All communications from the Department Proper addressed to the President, Vice President, Senators, Members of the House of Representatives, Chief Justices, Members of the Diplomatic Corps, and Secretaries of Departments;
5. Requests for copies of official documents of the Department particularly on financial matters.
6. Contracts/instruments (MOA, MOU, Usufruct, etc.)



The Secretary, in the exercise of his discretion, may designate and/or authorize an official to sign in his behalf. In such case, the designated official shall sign as follows:

“For and By the Authority of the Secretary”

 Name/Signature of the Designated Official

All other issuances, orders, memoranda, circulars, contracts/instruments, letters and internal communications relating to matters within the areas of responsibility of Heads of Regional Field Offices, Bureaus, Attached Agencies and Corporations shall be respectively signed by them insofar as the authority is confined to their respective offices.

III. PROCUREMENT MATTERS

A. APPROVAL OF ANNUAL PROCUREMENT PLAN (APP) –The Annual Procurement Plan (APP) is the requisite document that the agency must prepare to reflect the necessary information on the entire procurement activities for goods, (consulting) services, and infrastructure to be procured and plans to undertake within the calendar year and shall be approved by the HoPE of the Procuring Entity.

Pursuant to Section 7.2 of the 2016 Revised IRR of RA 9184, no procurement shall be undertaken unless it is in accordance with the approved APP, including approved changes thereto. All changes in the APP shall be approved by the HoPE of the Procuring Entity.

Procurement Request (PR) that are not in the APP are treated as revisions thereto.

B. APPROVAL OF PURCHASE REQUEST

Department Proper

Approved Budget for the Contract	REQUISITIONER	VERIFICATION	APPROVING AUTHORITY
Regardless of amount	Head of Unit Concerned	Procurement Division	Purchase Request – Secretary Procurement Request Action Slip – Officer Concerned

Procurement activities as requested through PRAS are already included in the Approved APP of the Procuring Entity.



Regional Field Offices/Bureaus/Attached Agencies /Corporations

In the Regional Field Offices/Bureaus/Attached Agencies/Corporations, the Head of the Procuring Entity is the Head of Office.

Approved Budget for the Contract	REQUISITIONER	VERIFICATION	FUNDED BY	APPROVING AUTHORITY
Above Php 100M	Head of Procuring Entity (HOPE)	Procurement Division	Chief Budget Officer	Secretary*
Php 500,000 to Php 100M	Regional Technical Director/ Assistant Bureau Director/ Deputy Heads of Attached Agencies	BAC Secretariat		Regional Executive Directors/Bureau Directors/ Heads of Attached Agencies/ Corporations
Below Php 500,000	Concerned Division Chief/ Program Coordinators	BAC Secretariat		Regional Executive Directors / Bureau Directors/ Heads of Attached Agencies/ Corporations. However, their Regional Technical Director/Assistant Director/Deputy Heads of Attached Agencies/ Corporations may act as the approving authority through a Special Order issued by their Heads of Offices.

**For exceptional cases such as but not limited to calamities or emergency situations, the Secretary may delegate authority upon recommendation of the Undersecretary concerned. All succeeding transactions from bidding pursuant to RA 9184 up to approval of financial matters are likewise delegated.*

- All changes in the APP shall be approved by the HoPE of the Procuring Entity.
- Procurement activities as requested through PRAS are already included in the Approved APP of the Procuring Entity.



C. APPROVAL OF RESOLUTION/ CONTRACT/ NOTICE OF AWARD/ NOTICE TO PROCEED –

These shall be approved based on the Contract Price by the designated Approving Authority.

- **Public Bidding**
Approval of Resolution/Notice of Award (NoA)/Contract/ Notice to Proceed (NTP) and Changing the Mode of Procurement
- **All Alternative Modes of Procurement, Except Agency to Agency**
Approval of Resolution/Notice of Award (NoA)/Purchase Order (PO) or Work Order (WO) or Contract/Notice to Proceed (NTP)
- **Agency to Agency Mode of Procurement**
Approval of Resolution and Memorandum of Agreement (MOA)
- **Contract Agreement, General and Special Contract**

Department Proper

Contract Price	APPROVING AUTHORITY
Above Php 100M	Secretary as HoPE
Php 20M to Php 100M	Undersecretary for Administration and Finance or Undersecretary for Administration as HoPE
Below P 20M	Assistant Secretary for Administration

Regional Field Offices/Bureaus/Attached Agencies

Contract Price	APPROVING AUTHORITY
Above Php 100M	Secretary*
Php 1M to Php 100M	Regional Executive Director/Bureau Director / Head of Attached Agency
Below Php 1M	Regional Technical Director/ Assistant Bureau Director/ Deputy Head of Attached Agency

**For exceptional cases such as but not limited to calamities or emergency situations, the Secretary may delegate authority upon recommendation of the Undersecretary concerned.*

- All changes in the APP shall be approved by the HoPE of the Procuring Entity.
- Procurement activities as requested through PRAS are already included in the Approved APP of the Procuring Entity.



IV. FINANCIAL MATTERS

A. OBLIGATION REQUEST AND STATUS

Department Proper

AMOUNT INVOLVED	BOX A	BOX B
Above Php 100M	Secretary	Chief, Budget Division or designated authorized signatory
Above Php 15M to Php 100M	Undersecretary concerned	
<ul style="list-style-type: none"> Internal Audit Service (IAS) and Legal Service 	Chief of Staff	
<ul style="list-style-type: none"> Information and Communications Technology Service (ICTS) 	Undersecretary for Administration	
<ul style="list-style-type: none"> Foreign Agriculture Service Corps (FASC) 	Undersecretary for Policy, Planning, and Regulations	
Above Php 5M to Php 15M	Assistant Secretary concerned	
<ul style="list-style-type: none"> IAS and Legal Service 	Chief of Staff	
<ul style="list-style-type: none"> ICTS 	Assistant Secretary for Administration	
<ul style="list-style-type: none"> FASC 	Assistant Secretary for Policy	
Php 5M and below	Service Director Concerned	

Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	BOX A	BOX B
Above Php 100M	Secretary*	Chief, Budget Section or as maybe designated by the Regional Executive Director
Above Php 5M to Php 100M	Regional Executive Director/Bureau Director and Heads of Attached Agencies	
Above Php 500,000 to Php 5M	Regional Technical Director/ Assistant Bureau Director/ Deputy Heads of Attached Agencies	
Php 500,000 and below	Division Chief concerned	

**For exceptional cases such as but not limited to calamities or emergency situations, the Secretary may delegate authority for transactions above Php 100M and recommendation of the Undersecretary concerned.*



B. DISBURSEMENT VOUCHER

Department Proper

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php 100M	Head of Requesting Unit	Chief, Accounting Division or designated authorized signatory	Secretary
Above Php 15M to Php 100M			Undersecretary for Finance
Above Php 5M to Php 15M			Assistant Secretary for Finance
Php 5M and below			Director for Financial and Management Service

Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	BOX A	BOX C	BOX D
Above Php 100M	Regional Executive Directors/ Bureau Directors/ Heads of Attached Agencies/ Corporations	Chief, Accounting Section or Designated Authorized Signatory	Secretary*
Above Php 5M to Php 100M	Regional Technical Directors/ Assistant Bureau Directors/ Deputy Heads of Attached Agencies/Corporations		Regional Executive Directors/ Bureau Directors/ Heads of Attached Agencies/ Corporations
Above Php 500,000 to Php 5M	Division Chief concerned		Regional Technical Directors/ Assistant Bureau Directors/ Deputy Heads of Attached Agencies/Corporations
Php 500,000 and below	Division Chief Concerned		Division Chief for Administration and Finance

**For exceptional cases such as but not limited to calamities or emergency situations, the Secretary may delegate authority for transactions above Php 100M and recommendation of the Undersecretary concerned.*



C. NOTICE OF TRANSFER ALLOCATION (NTA)

AMOUNT INVOLVED	APPROVING AUTHORITY
Above Php 100M	Secretary
Above Php 15M to Php 100M	Undersecretary for Finance
Php 15M and below	Assistant Secretary for Finance

D. ADVICE OF SUB-ALLOTMENT

AMOUNT INVOLVED	APPROVING AUTHORITY
Above Php 100M	Secretary
Above Php 15M to Php 100M	Undersecretary for Finance
Php 15M and below	Assistant Secretary for Finance

E. SIGNING AND COUNTERSIGNING OF CHECKS

All checks shall be signed by the Chief of the Cashiering Section and countersigned by the official approving the Disbursement Voucher (Box D).

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

Department Proper

AMOUNT INVOLVED	LDDAP		ADA	
	BOX A	BOX B	BOX 1	BOX 2
Above Php 100M	Chief, Accounting Division or designated authorized signatory	Secretary	Chief, Cashiering Section	Secretary
Above Php 15M to Php 100M		Undersecretary for Finance		Undersecretary for Finance
Above Php 5M to Php 15M		Assistant Secretary for Finance		Assistant Secretary for Finance
Php 5M and below		Director for Financial and Management Service		Director for Financial and Management Service



Regional Field Offices/Bureaus/Attached Agencies

AMOUNT INVOLVED	LDDAP		ADA	
	BOX A	BOX B	BOX 1	BOX 2
Above Php 100M	Chief, Accounting Section	Secretary*		Secretary*
Above Php 5M to Php 100M		Regional Executive Director/Bureau Director and Heads of Attached Agencies	Chief, Cashiering Section	Regional Executive Director/Bureau Director and Head of Attached Agencies
Above Php 500,000 to Php 5M		Regional Technical Director/ Assistant Bureau Director/ Deputy Heads of Attached Agencies, provided not a BAC Chair/Member		Regional Technical Director/ Assistant Bureau Director/ Deputy Heads of Attached Agencies, provided not a BAC Chair/Member
Php 500,000 and below		Chief, Administrative and Finance Division		Chief, Administrative and Finance Division

**For exceptional cases such as but not limited to calamities or emergency situations, the Secretary may delegate authority for transactions above Php 100M and recommendation of the Undersecretary concerned.*

Note: It is understood that in the absence of the officials, the next higher authority shall exercise the delegated authority and that dispositive actions not covered herein are understood as reserved for action by the Department Secretary.

V. SUPPLEMENTARY GUIDELINES

The DA offices may issue supplementary guidelines to facilitate the orderly implementation of this GMO on the delegation of authority subject to the approval of the Secretary. Likewise, any amendment to this General Memorandum Order shall be solely signed and issued by the Secretary.



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VI. REPEALING CLAUSE

This General Memorandum Order on the Delegation of Authority shall take effect immediately and all previous GMOs on Delegation of Authority and other issuances whose provisions are inconsistent herewith are hereby repealed and rendered of no force and effect.

VII. EFFECTIVITY

This Order shall take effect immediately.

Done this 23rd day of JANUARY 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



DA-CO-OSEC-GMO20240123-00002