



Republic of the Philippines
OFFICE OF THE SECRETARY
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GENERAL MEMORANDUM ORDER

No. 02
Series of 2024

SUBJECT : AMENDMENT ON ITEM I. OF GENERAL MEMORANDUM ORDER NO. 01, SERIES OF 2024 RE: DELEGATION OF AUTHORITY 2024

This General Memorandum Order (GMO) is an amendment to GMO No. 01, Series of 2024, specifically on **Item I.**, to read as follows:

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

A. 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, Senators, Chief Justices, and Secretaries of Department; and
5. Contracts/instruments (MOA, MOU, Usufruct, etc.)

B. THE FOLLOWING SHALL BE APPROVED BY THE UNDERSECRETARY FOR FINANCE AND SHALL BE SIGNED AS FOLLOWS:

“For and By the Authority of the Secretary”

Name/Signature of the Designated Official

1. Modification of Allotment or change in the object of expenditure (traveling expenses or investment outlays within an allotment class (MOOE or Capital Outlays) per Section 80.a.ii of the General Appropriations Act (GAA), FY 2024;
2. Budget Execution Documents (Financial Plan, Physical Plan, and Monthly Disbursement Program);
3. Financial Accountability Reports and Cash Planning Report;
4. Reportorial requirements for submission to the House of Representatives, Senate, and other oversight agencies;

5. Endorsement to DBM for the following:
 - a. Request for NCA Releases;
 - b. Payment of Terminal Leave;
 - c. Monetization; and
 - d. Magna Carta Benefits
6. Requests for copies of official documents of the Department particularly on financial matters; and
7. Other matters delegated by the Secretary.

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”

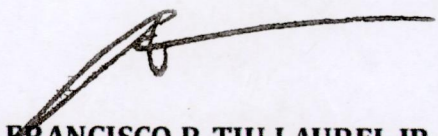
Name/Signature of the Designated Official

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.

All other provisions of GMO 1 Series of 2024 shall remain in order.

This Order shall take effect immediately and all orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 14th day of February 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary *l*



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