



MEMORANDUM

Order No. 017

Series of 2024

TO : ALL CONCERNED PERSONNEL
This Office

SUBJECT : SIGNATORIES ON PURCHASE REQUEST


DATE : February 14, 2024 | Shaban 02, 1445 AH

In order to ensure our commitment to transparency, efficiency and compliance in procurement process, all end users are required to observe the following guidelines for the signatories on the Purchase Request:

PURCHASE REQUEST AMOUNT	REQUESTED BY	APPROVED BY
P50,000.00 and Below	<ul style="list-style-type: none"> All end users 	<ul style="list-style-type: none"> Head of Procuring Entity (co-signed by the Director General); <u>or</u> Officer-in-Charge (co-signed by Service Director)
Above P50,000.00	<ul style="list-style-type: none"> Director General (co-signed by Provincial Director) Service Director (co-signed by Division Chief) Chief of Admin/Finance/Planning (co-signed by end user) 	<ul style="list-style-type: none"> Head of Procuring Entity (co-signed by the Director General)

This Memorandum Order shall take effect on **February 14, 2024**, until revoked by the undersigned.

For information and strict compliance.


ENGR. AIDA M. SILONGAN, MAPDS
 Minister / Head of the Procuring Entity

