



MEMORANDUM ORDER

NO. 08

Series of 2022

SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 09 S.2021 WITH SUBJECT "DELEGATION OF AUTHORITY"

In the interest of service and to maintain check and balance in the processing of financial transactions, Section III.B & D. of the Memorandum Order No. 09 Series of 2021 is hereby amended as follows:

III. FINANCIAL MATTERS

B. DISBURSEMENT VOUCHER

AMOUNT INVOLVED	BOX A	BOX B	BOX C
Above P50M	BAI Director	Chief, Accounting Section or OIC, Accounting Section	Secretary
P1 million to P50 million	Concerned BAI Assistant Director		BAI Director
Below P1 million	Concerned Division Chiefs/ Center Chiefs/ Program Heads/ Supervising Administrative Officer (SAO)	Chief, Accounting Section or OIC, Accounting Section	Assistant Director for Admin and Finance

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

AMOUNT INVOLVED	LDDAP		ADA		
	CERTIFIED CORRECT	APPROVED	CERTIFIED CORRECT	APPROVED	
Above P50M	Chief, Accounting Section or OIC, Accounting Section	Secretary	Cashier Unit Head or OIC Cashier Unit Head	Secretary	
P1 million to P50 million		Supervising Administrative Officer (SAO)		Cashier Unit Head or OIC Cashier Unit Head	BAI Director
Below P1 million					Assistant Director for Admin and Finance



All other provisions of the **Memorandum Order No. 09, Series of 2021** shall remain the same.

This Office Memorandum Order shall take effect immediately and repeals all orders and issuances issued inconsistent herewith.

For information and guidance.

Issued this 10th day of June 2022.


REILDRIN G. MORALES, DVM, MVPHMgt.
Officer-In-Charge, Director