



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR OFFICIALS AND STAFF

SUBJECT : APPROVING AUTHORITY ON PURCHASE REQUEST

In line with our commitment to efficiently deliver necessary services within and outside the bureau, we continuously strengthen our monitoring measures as well as enhance vital procedures that affect our daily operations.

Relative to this, you are hereby advised and directed that all Purchase Requests (PR) that exceed the amount of Php50,000.00 shall be submitted to the Office of the Director for signature, with affixed initial signature of the Office of the Assistant Director. However, if the procurement of goods will be done using the shopping method (PRs amounting to Php50,000 and below), the PR shall instead be submitted to and approved by the Office of the Assistant Director.

In addition to this, the Procurement Section shall be responsible in ensuring that all required specifications indicated in the PRs are properly complied with, in accordance with the approved Project Procurement Management Plan (PPMP) and shall process the request accordingly without delay.

For your information and guidance.


JUNEL B. SORIANO, PhD

