



CORPORATE ORDER NO. 03
 Series of 2020

Corporate Order No. 01 series of 2017 on delegation of authority, which prescribes the comprehensive approving and signing authorities on all internal and external transactions of the Authority, is hereby revised to further streamline the processes, ensure utmost efficiency, and further strengthen the internal control of the Agency.

GENERAL PROVISIONS

Statutory Construction

The provisions stated herein shall be conservatively construed against delegation of authority by the Board. Hence, what has not been explicitly delegated shall be presumed to have not been delegated by the Board.

Designation in Acting Capacity or Officer-In-Charge

A designation in an "acting" capacity shall assume all the powers and functions of the equivalent position. While designation in an "officer-in-charge" capacity shall exercise authority which is limited to the day to day functions and operations of the vacated position, and such other authority granted in the Order. Designation or appointment to the position of the Administrator shall be governed by GCG Memorandum Circular 2012-09.

The term *Department Manager* as used herein shall refer to the positions of Department Managers III, II and I as may be applicable, and to the Heads of the Legal Affairs Service and the Office of the Corporate Secretary.

The term *Division Chief* shall refer to the positions of Division Chiefs III and I as may be applicable.

Realignment/Modification of Funds

All realignment/modifications and other proposed movements of funds in the Corporate Operating Budget, including program subsidies from the General Appropriations Act and funds from external sources shall be submitted to the Governing Board for approval.

Any realignment/modification within the same P/A/P that will entail the reallocation of funds from one allotment class, i.e., PS, MOOE or CO to another without augmentation of the amount appropriated for the said P/A/P, shall be subject to approval by the DBM.

Realignment/modification from one object of expenditure to another, within the same allotment class shall be approved by the Administrator amounting to 30 Million and below while amounting to above P30 Million shall be approved by the Governing Board, provided that the aggregate value of realignment/modifications shall not exceed ten percent (10%) of the Corporate Operating Budget, provided further that report thereof shall be furnished the Governing Board quarterly.

"A food-secure Philippines with prosperous farmers and fisherfolk"



CONTROLLED

I. PROGRAM AND POLICY ISSUANCES

Description	Approved By	Signed By
a. Administrative Order, Corporate Order, Memorandum Circular	PCA Governing Board	Administrator

II. LEGAL MATTERS

Description	Recommended By	Approved By	Signatory to Contract/Instrument
(1) Agreements			
Memorandum of Agreement (MOA)			
a. Project Proposals inclusive of MOAs for locally funded projects not under the regular programs ¹	Administrator as endorsed by the Project Review Committee	PCA Governing Board	Administrator
b. Project Proposals inclusive of MOAs for locally funded projects under the regular programs and under Central Office PPMP/APP	Administrator as endorsed by Project Review Committee	Governing Board	Administrator
c. Project Proposals inclusive of MOAs for locally funded projects under the regular programs and under PPMP/APP of Regional Offices	Regional Manager as endorsed by Project Review Committee	Administrator	Regional Manager
d. Project Proposals inclusive of MOAs for externally funded research projects except those with foreign grant/participation	Administrator as endorsed by Project Review Committee	Governing Board	Administrator
e. Proposal and MOA for internally funded research projects	Deputy Administrator for Research and Development as endorsed by the Project Review Committee	Administrator	Administrator

¹ Regular programs are those with implementing guidelines approved by the Governing Board.

Description	Recommended By	Approved By	Signatory to Contract/Instrument
f. Collaboration efforts on trade fairs, exhibits, and seminars at the regional and provincial levels involving commitment of funds up to P100,000	Division Chief I / PCDM / Division Chief III / Head Regional Operations Unit	Regional/Department Manager	Regional/Department Manager
g. Memorandum of Understanding (MOU) / Memorandum of Partnership (MOP) national in scope / Memorandum of Cooperation (MOC)	Deputy Administrator concerned	Administrator	Administrator
h. MOU/MOP/MOC regional in scope including field trials/demonstrations	Division Chief / PDO IV / Administrative Officer V	Regional Manager / Deputy Administrator for Research and Development	Regional / Department Manager
MOA/MOU with Foreign Governments or Foreign Private Institutions			
i. MOA not within purview of MC No. 16, series of 2017	Administrator	Governing Board upon clearance under MC 16, s. 2017	Administrator
j. MOA within purview of MC No. 16, series of 2017	Administrator	Approval process under MC 16, s. 2017	Special Signing Authority (SPA) from Office of the President
k. MOU within purview of MC No. 16, series of 2017	Administrator	Approval process under MC 16, s. 2017	Secretary of Agriculture
(2) Property			
l. Inventory Receipt/ Grant of Equipment and Implements from Programs & Projects ²	Division Chief ³ concerned & Supply Officer	Regional Manager	Regional Manager

² Subject to guidelines.

³ As recommended by Project Management Team.

Description	Recommended By	Approved By	Signatory to Contract/Instrument
m. Donations and Usufruct to PCA and Usufruct by PCA	Administrator	PCA Governing Board	Administrator
n. Central Office Disposition of PCA Non-Performing Assets	Central Office Asset Disposal Committee	Administrator	Administrator
o. Regional Office / Research Center Disposition of PCA Non-Performing Assets	Regional Office / Research Center Asset Disposal Committee and Regional / Department Manager	Administrator	Regional / Department Manager

III. PROCUREMENT MATTERS

a. Project Procurement Management Plan⁴ (PPMP) for inclusion into PCA's Annual Procurement Plan (APP)

Description	Recommended By	Approved By
Central Office	End User	Deputy Administrator concerned or Department Manager under OFAD
Regional Office	End User	Regional Manager
Research Center	End User	Department Manager

b. Annual Procurement Plan (APP)

Description	Recommended By	Approved By
Annual Procurement Plan	Administrator	PCA Governing Board

c. Purchase Request (PR)

(1) Procurement of Goods/General Support Services and Infrastructure Projects (Except Consulting Services)		
Description	Recommended By	Approved By
Central Office		
1) Office of the Administrator	End User	Head Executive Assistant
1.1) Offices under OFAD	End User	Department Manager concerned ⁵

⁴ To be submitted to Budget Division for review, subsequently forwarded to the BAC for consolidation into APP.

⁵ Those to be covered by Property Accountability Receipt to be approved by the Administrator.

2) Branches		
2.1) Office of the Deputy Administrator	End User	Deputy Administrator
2.2) Offices under the Branch	End User	Department Manager Concerned
Regional Offices	End User	Regional Manager
Research Centers	End User	Department Manager
(2) Procurement of Consultancy Services		
Description	Requested By	Approved By
Individual / Corporation / Organization	End User	Administrator

d. Designation of Bids and Awards Committee (BAC/SBAC Chairman, Members, and BAC Secretariat

Central Office	Administrator
Regional Offices and Research Centers	Regional / Department Manager

e. Procurement Monitoring Report (PMR) and Agency Procurement Compliance Performance Indicator (APCPI) for Submission to GPPB

Description	Recommended By	Approved By
Central Office	CO-BAC Secretariat Head	CO-BAC Chairman
Regional Office	RBAC Secretariat Head	RBAC Chairman
Research Center	CBAC Secretariat Head	CBAC Chairman

f. Procurement⁶

(1) Goods/General Support Services and Infrastructure Projects (Except Consulting Services)			
Description	Recommended By	Approved By	Signatory to Contract/ Purchase Order
Central Office			
Above P30,000,000	CO-Bids and Awards Committee	PCA Governing Board	Administrator
Above P1,000,000 to P30,000,000	CO-Bids and Awards Committee	Administrator	Administrator
P1,000,000 and below	Chief for General Services	Manager for Administrative and General Services	Manager for Administrative and General Services

⁶ Contracts must be duly certified funds available before approval but not earlier than Notice of Award.

Regional Offices and Research Centers			
Above P1,000,000 ⁷	RBAC / Center BAC	Regional / Department Manager	Regional / Department Manager
Small Value Procurement P1,000,000 & below	Administrative Officer V	Regional / Department Manager	Regional / Department Manager
(2) Consultancy Services (Individual / Corporation / Organization)			
Description	Recommended By	Approved By	Signatory to Contract/ Purchase Order
Above P2,000,000	CO BAC	Governing Board	Administrator
P2,000,000 and below	CO - BAC	Administrator	Administrator

g. Suspension, Extension, Termination of Contract and Blacklisting⁸

Description	Recommended By	Approved and signed By
Central Office		
Above P30,000,000	Central Office Contract Termination & Review Committee / CO-BAC	Governing Board and signed by the Administrator
Above P1,000,000 to P30,000,000	Central Office Contract Termination & Review Committee / CO-BAC	Administrator
P1,000,000 and below	Chief of General Services	Manager for Administrative and General Services
Regional Offices and Research Centers		
Above P1,000,000	RBAC / Center BAC	Regional / Department Manager
P1,000,000 & below	Administrative Officer V	Regional / Department Manager

h. Lease of Equipment, Vehicle, and Real Property of PCA⁹

Description	Recommended By	Approved By	Signatory to Contract / Deed / Agreement
Central Office			
Above P30,000,000 per transaction	Administrator	PCA Governing Board	Administrator

⁷ P1 million and above based on Board approved APP.

⁸ Any Blacklisting Order issued shall be copy furnished the CO-BAC Secretariat for dissemination to all Regional Office/Center BACs.

⁹ All transactions with period more than two (2) years or exceeding P30 million, to be submitted for approval of the Governing Board.

Above P1,000,000 to P30,000,000 per transaction	Deputy Administrator for Administrative and Finance	Administrator	Administrator
P1,000,000 & below per transaction	Manager of Administrative & General Services	Deputy Administrator for Administrative and Finance	Deputy Administrator for Administrative and Finance
Regional Offices / Research Centers			
Above P1,000,000 per transaction	Regional / Department Manager	Administrator	Regional / Department Manager
P1,000,000 & below per transaction ¹⁰	Administrative Officer V / Division Chief I	Regional / Department Manager ¹¹	Regional / Department Manager

i. Lease of Real Property by PCA¹²

Description	Recommended By	Approved By	Signed By
Central Office			
Above P1,000,000	CO BAC	Administrator	Administrator
P1,000,000 and below	AGSD Manager	Deputy Administrator for Admin & Finance Regional Manager	Deputy Administrator for Admin & Finance
Regional Office			
Above P1,000,000 (public bidding only)	Regional BAC	Regional / Department Manager	Regional / Department Manager
P1,000,000 and below	Admin Officer V/Division Chief I	Regional / Department Manager	Regional / Department Manager

¹⁰ Copy furnished the Deputy Administrator for Administrative and Finance.

¹¹ Subject to confirmation by the Administrator.

¹² All contracts of more than two (2) years or exceeding P30 million, to be submitted for approval of Governing Board.

IV. FINANCIAL MATTERS

a. Financial Expenditures¹³

Description	BOX A Certified By	BOX B Certified By	BOX C Approved By
(1) Personal Services			
Central Office	Division Chief / Unit Head	Finance Department Manager	Deputy Administrator for Administrative and Finance
Regional Office/ Research Center	Division Chief / Unit Head	Accountant	Regional / Department Manager, in their absence the Administrative Officer V
(2) Travel Expenses			
Central Office			
Travel Expenses of Administrator and Deputy Administrators	Administrator/Deputy Administrator	Finance Department Manager	Administrator
Travel Expenses of Department Managers and below	Department Manager/unit Head	Finance Department Manager	Deputy Administrator for Administrative and Finance
Regional Office / Research Center			
Travel Expenses of Regional / Department Manager (Center Manager) and below	Division Chief / Unit Head	Accountant	Regional / Department Manager, in their absence the Administrative Officer V
(3) Communication Expenses			
Central Office			
Communication Expenses for the Administrator	Administrator	Finance Department Manager	Administrator
Communication Expenses for the Deputy Administrator and below	Deputy Administrator / Department Manager / DC / Unit Head	Finance Department Manager	Deputy Administrator for Administrative and Finance
Regional Office / Research Center			
Communication Expenses for the Regional / Department Manager (Center Manager) and below	Division Chief / Unit Head	Accountant	Regional / Department Manager (Center Manager), in their absence the Administrative Officer V

¹³ Refers to Disbursement Vouchers (DV).

Description	BOX A Certified By	BOX B Certified By	BOX C Approved By
(4) Maintenance and Other Operating Expenses and Capital Outlay			
Central Office			
Above P30,000,000	Division Chief/Unit Head	Finance Department Manager	Administrator
Above P1,000,000 to P30,000,000	Division Chief/Unit Head	Finance Department Manager	Deputy Administrator for Administrative and Finance, in case he is designated as BAC Chairman, the Manager for Administrative and General Services
1,000,000 and below	Division Chief/Unit Head	Finance Department Manager	Manager for Administrative and General Services
Regional Office / Research Center			
All transactions	Division Chief / Unit Head	Accountant	Regional / Department Manager
(5) General Support Services, Utilities and Other Claims			
Central Office	Division Chief/Unit Head	Finance Department Manager	Deputy Administrator for Administrative and Finance
Regional Office / Research Center	Division Chief / Unit Head	Accountant	Regional / Department Manager in their absence the Administrative Officer V
(6) Training, Seminar, Workshop, Meeting Expenses			
Central Office	Division Chief/Unit Head	Finance Department Manager	Deputy Administrator for Administrative and Finance, in case he is designated as BAC Chairman, the Manager for Administrative and General Services
Regional Office / Research Center	Division Chief / Unit Head	Accountant	Regional / Department Manager

Description	BOX A Certified By	BOX B Certified By	BOX C Approved By
(7) Terminal Leave and Retirement Pay			
Central Office	Division Chief/Unit Head	Finance Department Manager	Deputy Administrator for Administrative and Finance
Regional Office / Research Center	Division Chief / Unit Head	Accountant	Regional / Department Manager
(8) Procurement Matters			
Central Office			
Above P1,000,000	Division Chief/Unit Head	Finance Department Manager	Deputy Administrator for Administrative and Finance, in case he is designated as BAC Chairman, the Manager for Administrative and General Services
P1,000,000 and below	Division Chief/Unit Head	Finance Department Manager	Manager for Administrative and General Services
Regional Office / Research Center			
All transactions	Division Chief / Unit Head	Accountant	Regional / Department Manager

b. Payroll

Description	Certified By	Approved By
Central Office	Manager for Administrative and General Services	Deputy Administrator for Administrative and Finance
Regional Office / Research Center	Administrative Officer V	Regional / Department Manager

c. Certificate of Availability of Funds (CAF)

Description	Signed By
Central Office	Finance Department Manager
Regional Office/ Research Center	Accountant

d. Signatories to Checks

Description	Signatory 1	Signatory 2
Central Office		
Above P15,000,000	Chief of Cash Disbursement Division, in his/her absence Administrative Officer V (Cashier III)	Administrator
P15,000,000 and below	Chief of Cash Disbursement Division, in his/her absence Administrative Officer V (Cashier III)	Deputy Administrator for Administrative and Finance; in his/her absence, any Deputy Administrator present
Regional Office / Research Center		
All transactions	Cashier	Regional / Department Manager; in their absence, the Administrative Officer V

e. Budget Utilization Request and Status (BURS)

Description	Signed By REQUESTING OFFICER	Countersigned By CERTIFY AVAILABILITY OF ALLOTMENT
Central Office	Manager concerned	Chief for Budget Division
Regional Office / Research Center	Regional Manager / Division Chief I (PCDM) / Department Manager	Accountant

f. Journal Entry Vouchers (JEV) for Recording to the Book of Accounts of Cash Transactions per COA Circular No. 90-3-43

Description	Recommended By	Signed By
Central Office	Chief for Accounting Division	Finance Department Manager
Regional Office / Research Center	Accountant	Regional / Department Manager

V. ADMINISTRATIVE MATTERS

a. Appointment of Personnel

Description	Recommended / Endorsed By	Appointed By	Signed by
(1) Regular¹⁴			
Appointment of Deputy Administrator and Manager (SG24 and above)	Human Resource Merit and Promotion Selection Board & Human Resource Committee	PCA Governing Board	Administrator
Appointment of Rank and File (SG24 & below)	Human Resource Merit and Promotion Selection Board	Administrator	Administrator
(2) Contract of Service and Job Orders			
Central Office	Deputy Administrator concerned	Administrator	Deputy Administrator for Administrative and Finance
Regional Office / Research Center	Division Chiefs	Regional / Department Manager ¹⁵	Regional / Department Manager

b. Separation from Service

Description	Recommended By	Approved By
(1) Acceptance of Resignation		
Administrator	Governance Committee	PCA Governing Board
Deputy Administrator and Regional Manager	Administrator	PCA Governing Board
Department Manager(SG 24 and up)	Administrator	PCA Governing Board
Division Chief and below	Deputy Administrator concerned	Administrator
(2) Application for Terminal Leave		
Central Office	Deputy Administrator concerned	Administrator
Regional Office / Research Center	Regional / Department Manager	Administrator

¹⁴ All staff and officers of Internal Audit Department shall be recommended by the Governing Board's Audit Committee

¹⁵ Within the authority given by the Administrator

(3) Application for Retirement		
Central Office / Regional Office / Research Center	Deputy Administrator concerned / Regional / Department Manager	Administrator

c. Approval to Render Overtime Services¹⁶

Description	Recommended By	Approved By
Central Office	Deputy Administrator concerned	Deputy Administrator/ Head Executive Assistant
Regional Office / Research Center	Division Chief I (/ Administrative Officer V / Department Manager	Regional Manager / Deputy Administrator for Research and Development

d. Approval for Vacation Leave/Sick Leave/Maternity or Paternity Leave¹⁷

Description	Recommended By	Approved By
For the Administrator	PCA Governing Board	PCA Governing Board
For the Deputy Administrator and Regional Manager	Administrator	Administrator
For the Department Manager	Deputy Administrator concerned	Deputy Administrator concerned
For the Division Chief (Central Office)	Department Manager concerned	Deputy Administrator concerned
Below Division Chief	Division Chief	Department Manager
For the Division Chief and below (Regional Office / Research Center)	Regional / Department Manager	Regional / Department Manager

e. Time Card Entries, Permit to Leave and Form No. 48¹⁸

Description	Approved By
(1) Handwritten Entry on Time Card	Regional / Department Manager concerned

¹⁶ Approval to Render Overtime Services in the Office of the Administrator, Office of the Corporate Secretary, Legal Affairs Service, Assessment and Monitoring Service, Internal Audit Department, and Corporate Planning Service to be recommended by the Head and approved by the Administrator.

¹⁷ Approval for Vacation Leave, Sick Leave, and Maternity or Paternity Leave in the Office of the Administrator, Office of the Corporate Secretary, Legal Affairs Service, Assessment and Monitoring Service, Internal Audit Department, and Corporate Planning Service to be recommended by the Head and approved by the Administrator. All application for leave of Division Chief and Below exceeding 2 weeks to be recommended by Deputy Administrator and approved by the Administrator.

¹⁸ Time Card Entries and Form No. 48 in the Office of the Administrator, Office of the Corporate Secretary, Legal Affairs Service, Assessment and Monitoring Service, Internal Audit Department and Corporate Planning Service to be approved by the Administrator or in his absence, the Deputy Administrator of Administrative and Finance Branch. All application for leave of Division Chief and Below exceeding 2 weeks to be recommended by Deputy Administrator and approved by the Administrator.

(2) Permit to Leave on Official / Personal Business	
Deputy Administrators and Department Managers	Immediate supervisor ¹⁹
Division Chief and below (Central Office) under the Branches	Deputy Administrator concerned in their absence, the Department Manager concerned
Rank and file under OFAD and Governing Board	Department Manager concerned
Division Chief and below (Regional Office / Research Center)	Regional / Department Manager concerned
(3) Form No. 48 / Daily Time Record	
Deputy Administrator, Regional Manager and Department Manager under OFAD	Administrator; in his absence, the Deputy Administrator for Administrative and Finance
Department Manager	Deputy Administrator concerned
Rank and File	Immediate Supervisor

f. Travel Order/Authority / Itinerary of Travel (IoT)²⁰

Description	Approved By
Central Office	
Administrator	Administrator
Deputy Administrators, Department Managers under OFAD	Administrator
Staff of OFAD	Administrator
Staff of Offices under OFAD	Department Manager concerned
Department Managers and below under the Branches	Deputy Administrator concerned
Regional Office	
Regional Manager ²¹	Administrator
Division Chief and below	Regional Manager
Research Center	
Department Manager	Deputy Administrator for Research and Development
Rank and file	Department Manager
International Travels	
Board Members and Administrator	Approved by the PCA Governing Board and signed by the Chairman of the Governing Board
Deputy Administrator and below	Administrator

¹⁹ Officers under OFAD to be approved by HEA.

²⁰ Local travels of Board Members to comply with E.O. No. 77, s. 2019 or to be approved by the Board and signed by the Administrator.

²¹ All travels of the Regional Manager within his area of jurisdiction shall not require an approval from the Administrator.

g. Designation, Reassignment²²

Description	Recommended By	Approved By
Officer-in-Charge ²³	Deputy Administrator / Regional Manager	Administrator
Acting, Deputy Administrator, Regional Manager and Department Manager	Administrator thru the Human Resource Committee	PCA Governing Board
Rank and File (SG 24 and below)	Deputy Administrator concerned/ Regional Manager	Administrator

h. Detail and Secondment

Description	Recommended By	Approved By
All Personnel	Administrator	Governing Board

i. Exercise of Profession / Engagement in Business Outside Office Hours

Description	Recommended By	Approved By
Deputy Administrator and below	Deputy Administrator for Administrative and Finance thru Human Resource Division	Administrator
Office of the Corporate Secretary, Internal Audit Department	Deputy Administrator for Administrative and Finance thru Human Resource Division	PCA Governing Board

j. Rent / Use of PCA Dormitories and Function Rooms/Housing Units²⁴

Description	Recommended By	Approved By
(1) Request for use of PCA Dormitories and Function Rooms	Manager for Administrative and General Services	Deputy Administrator for Administrative and Finance
(2) Request for use of PCA Regional / Research Center Dormitories and Function Rooms/Housing Units	Administrative Officer V	Regional / Department Manager

²² Designations or Reassignments in the Office of the Corporate Secretary, and Internal Audit Department shall be recommended by the Head and to be approved by the Governing Board; While for the Office of the Administrator, Legal Affairs Service, Assessment and Monitoring Service, and Corporate Planning Service shall be recommended by the Head and to be approved by the Administrator

²³ Not to exceed thirty (30) days. Designation in "Acting" capacity shall immediately be issued within thirty (30) day period.

²⁴ The Administrative and General Services Department will provide guidelines for use and schedule of fees.

k. Quality Management System

Description	Recommended By	Endorsed By	Approved By
Revision of Quality Management System (QMS) manuals	QMS Team	Deputy Administrator for Administrative and Finance	Administrator

VI. OFFICE ORDERS & COMMUNICATIONS MATTERS

Description	Approved By	Signed By
a. Special Order	Administrator	Administrator
b. Branch Office Order / Memorandum Order	Deputy Administrator concerned	Deputy Administrator concerned
c. Regional Office / Research Center Office Order, Memorandum Order Concerning Routine Matter	Regional / Department Manager (Center Manager)	Regional / Department Manager (Center Manager)
d. Communication involving information pertaining to routine matter which is readily available and query that can be acted upon immediately or as determined by the Administrator	Department Manager concerned	Deputy Administrator concerned
e. Communication not included in the above involving policy	Administrator	Administrator
f. Press Statements for National Issues	Administrator	Administrator
g. Press Statements for Regular Regional Programs and Activities	Regional Manager	Regional Manager

All previous issuances not consistent with the provisions of this Order are deemed amended, modified or superseded accordingly.

Approved per Board Resolution No. 071 - 2020

This Order shall take effect immediately.


BENJAMIN R. MADRIGAL, JR.
 Administrator