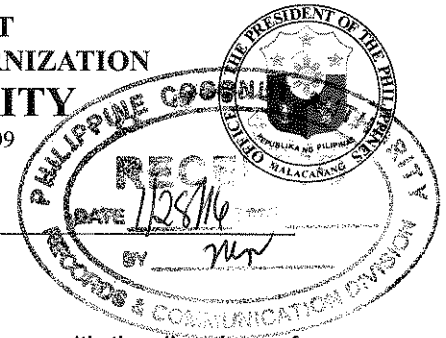


REPUBLIC OF THE PHILIPPINES
**OFFICE OF THE PRESIDENTIAL ASSISTANT
 FOR FOOD SECURITY AND AGRICULTURAL MODERNIZATION
 PHILIPPINE COCONUT AUTHORITY**

Elliptical Road, Diliman, Quezon City Tel. Nos. 928-4501 to 09
 P.O. Box 3386, Manila TIN: 000724616
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CORPORATE ORDER NO.01

Series of 2016

Pursuant to Board Resolution No. 013-2016, Series of 2016, and in compliance with the directives of the Board to prescribe and delegate functions and duties to the executive officers of the Authority, Corporate Order No. 01, Series of 2015, providing for the comprehensive signing and approving authorities involving transactions of PCA, is hereby amended to strengthen the internal control of the Agency.

I. PROCUREMENT MATTERS

a. Project Procurement Management Plan¹ (PPMP) for inclusion into PCA's Annual Procurement Plan (APP)

Description	Recommended By	Approved By
Central Office	Department Manager concerned	Deputy Administrator concerned
Regional Office	Division Chief I (PCDM)	Regional Managers
Research Center	Division Chief III	Center Managers

b. Annual Procurement Plan² (APP) including Supplementals

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 Projects³ (Except Consulting Services)		
Description	Recommended By	Approved By
Central Office		
Above P20,000,000	Deputy Administrator concerned	Administrator
Above P500,000 to P20,000,000	Department Manager concerned	Deputy Administrator concerned
P500,000 and below	Division Chief concerned or its equivalent rank	Manager concerned
Regional Office		
Above P20,000,000	Regional Manager	Administrator
Above P10,000,000 to P20,000,000	Regional Manager	Deputy Administrator for Administrative and Finance
P10,000,000 and below	Division Chief I or Administrative Officer III	Regional Manager

¹ To be submitted to and consolidated by Budget Division

² APP to be prepared by the BAC Secretariat

³ Procurement of Goods and General Support Services and Infrastructure Projects under the Administrator's Office, Office of the Corporate Secretary, Internal Audit Services, Legal Affairs Services and Assessment and Monitoring Services to be recommended by the Head and to be approved by the Administrator

Research Center		
Above P20,000,000	Deputy Administrator for Research and Development	Administrator
Above P10,000,000 to P20,000,000	Center Manager	Deputy Administrator for Research and Development
P10,000,000 and below	Division Chief III or Administrative Officer III	Center Manager

(2) Procurement of Consultancy Services		
Description	Requested By	Approved By
Individual/Corporation/Organization	End User	Administrator

d. Procurement Monitoring Report (PMR)

Description	Recommended By	Approved By
Consolidated PMR from Regional/Center Offices	Central Bids and Awards Committee Secretariat Head	Central Bids and Awards Committee Chairman
PMR for submission to GPPB	Central Bids and Awards Committee Chairman	Administrator

e. Procurement

(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	Bids and Awards Committee	Governing Board	Administrator
Above P500,000 to P30,000,000	Bids and Awards Committee	Administrator	Administrator
P500,000 and below	Procurement Unit	Manager - Administrative and General Services Department	Manager - Administrative and General Services Department
Regional Office			
Above P30,000,000	Bids and Awards Committee (Regional)	Governing Board	Administrator
Above P10,000,000 to P30,000,000	Bids and Awards Committee (Regional)	Administrator	Administrator
P10,000,000 and below	Bids and Awards Committee (Regional)	Regional Manager	Regional Manager
Research Center			
Above P30,000,000	Bids and Awards Committee (Center)	Governing Board	Administrator
Above P10,000,000 to P30,000,000	Bids and Awards Committee (Center)	Administrator	Administrator
P10,000,000 and below	Bids and Awards Committee (Center)	Center Manager	Center Manager

(2) Consultancy Services			
Description	Recommended By	Approved By	Signatory to Contract/ Purchase Order
Individual/Corporation/Organization	Deputy Administrator concerned	Administrator	Administrator

f. Suspension, Extension and Termination of Contract⁴

Description	Approved By	Signatory to Contract
Central Office/ Regional Office/ Research Center		
Above P30,000,000	Governing Board	Administrator
Above P10,000,000 to P30,000,000	Administrator	Administrator
P10,000,000 and below	Administrative and General Services Department Manager/ Regional/Center Manager	Administrative and General Services Department Manager/ Regional/Center Manager

g. Lease of Equipment, Vehicle, and Real Property

Description	Recommended By	Approved By	Signatory to Contract
Central Office			
Above P30,000,000	Administrator	PCA Governing Board	Administrator
P30,000,000 and below	Deputy Administrator for Administrative and Finance	Administrator	Administrator
Regional Office/Research Center			
P30,000,000 and below	Regional Manager / Center Manager	Administrator	Regional Manager / Center Manager

II. PROPERTY/LEGAL MATTERS

Description	Recommended By	Approved By	Signatory to Contract
a. Donation to PCA	Administrator	Governing Board	Administrator
b. Central Office Disposition of PCA Non-Performing Assets	Asset Disposal Committee	Administrator	Administrator
c. Regional/Center Disposition of PCA Non-Performing Assets	Regional/Center Asset Disposal Committee and Regional Manager / Center Manager	Administrator	Regional Manager / Center Manager

⁴ Blacklisting to be approved by the Governing Board

B. Regional Office/ Research Center	Accountant	Regional / Center Managers, in their absence the Administrative Officer
(2) Travel Expenses		
A. Central Office		
Travel Expenses of Deputy Administrators	Finance Department Manager	Administrator
Travel Expenses of Department Managers and below	Finance Department Manager	Deputy Administrator - Administrative and Finance
B. Regional Office / Research Center		
Travel Expenses of Regional/Center Manager	Finance Department Manager	Administrator
Travel Expenses of Division Chiefs and below	Accountant	Regional / Center Managers, in their absence the Administrative Officer
(3) Communication Expenses		
A. Central Office		
Expenses for the Deputy Administrators	Finance Department Manager	Administrator
Expenses for the Department Managers and below	Finance Department Manager	Deputy Administrator - Administrative and Finance
B. Regional Office / Research Center		
Expenses for the Regional / Center Manager	Finance Department Manager	Administrator
Expenses for the Division Chiefs and below	Accountant	Regional/Center Managers, in their absence the Administrative Officer
(4) Maintenance and Other Operating Expenses and Capital Outlay		
A. Central Office		
Above P20,000,000	Finance Department Manager	Administrator
Above P500,000 to P20,000,000	Finance Department Manager	Deputy Administrator for Administrative and Finance
Below 500,000	Finance Department Manager	Administrative and General Services Department Manager
B. Regional Office / Research Center		
P10,000,000 and below	Accountant	Regional/Center Manager

Memorandum of Agreement (MOA)			
d. MOA involving commitment of funds	Administrator	Governing Board	Administrator
e. MOA involving PCA personnel	Administrator	Governing Board	Administrator
f. MOA involving equipment, and other services	Administrator	Governing Board	Administrator
g. MOA involving collaboration efforts with international agencies	Administrator	Governing Board	Administrator
h. MOA involving collaboration efforts on research trade fairs, exhibits, and seminars	Administrator	Governing Board	Administrator
i. MOA involving purely regional or provincial programs with government agencies, LGUs, SUCs without commitment of funds	Administrator	Governing Board	Administrator
j. MOA involving government agencies, LGUs, SUCs without commitment of funds	Administrator	Governing Board	Administrator
k. All foreign-assisted projects	Administrator	Governing Board	Administrator

III. FINANCIAL MATTERS

a. Disbursement Vouchers (DV)

Description	BOX A Certified By	BOX B Approved By
(1) Personal Services		
A. Central Office	Finance Department Manager	Deputy Administrator - Administrative and Finance

(5) General Support Services, Utilities and Other Claims		
Central Office	Finance Department Manager	Deputy Administrator - Administrative and Finance
Regional Office/Research Center	Accountant	Regional/Center Managers, in their absence the Administrative Officer
(6) Training, Seminar, Workshop, Meeting Expenses		
Central Office	Finance Department Manager	Deputy Administrator - Administrative and Finance
Regional Office/Research Center	Accountant	Regional/Center Managers
(7) Terminal Leave and Retirement Pay		
Central Office	Finance Department Manager	Deputy Administrator - Administrative and Finance
Regional Office/Research Center	Accountant	Regional/Center Managers
(8) Procurement Matters		
A. Central Office		
Above P500,000	Finance Department Manager	Administrator
P500,000 and below	Finance Department Manager	Administrative and General Services Department
B. Regional Office / Research Center		
P10,000,000 and below	Accountant	Regional/Center Manager

b. Payroll

Description	Certified By	Approved By
A. Central Office	Administrative and General Services Department Manager	Deputy Administrator - Administrative and Finance
B. Regional Office/ Research Center	Administrative Officer	Regional /Center Managers

c. Certificate of availability of funds (CAF)

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

d. Signatories to checks

Description	Signatory 1	Signatory 2
A. Central Office		
Above P20,000,000	Cashier	Administrator
P20,000,000 and below	Cashier	Deputy Administrator - Administrative and Finance, in his absence any DA present
B. Regional Office / Research Center		
Below P10,000,000	Cashier	Regional / Center Manager, in their absence the Administrative Officer

e. Budget utilization slips (BUS)

Description	Signed By REQUESTING OFFICER	Countersigned By CERTIFY AVAILABILITY OF ALLOTMENT
A. Central Office	Manager concerned	Division Chief - Budget Division
B. Regional Office/ Research Center	Division Chief I	Regional 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
A. Central Office	Division Chief - Accounting	Administrator
B. Regional / Center Office	Accountant	Regional / Center Manager

IV. ADMINISTRATIVE MATTERS

a. Appointment of Personnel

Description	Recommended By	Appointed By	Signed by
(1) Regular⁶			
Appointment of Deputy Administrators	Personnel Selection Board and Nominations and Remunerations Committee	PCA Governing Board	Administrator
Appointment of Department, Regional and Center Managers, Division Chiefs	Personnel Selection Board and Nominations and Remunerations Committee	PCA Governing Board	Administrator

⁶ All staff and officer of Internal Audit Services shall be recommended by the Governing Board's Audit Committee

Appointment of Rank and file SG22 & below	Personnel Selection Board	Administrator	Administrator
(2) Contract of Service and Job Orders			
Description	Recommended by	Approved by	Contract Signed by
A. Central Office			
Administrative	Deputy Administrator concerned	Administrator	Administrator
Project Personnel	Deputy Administrator concerned	Administrator	Administrator
B. Regional Office/Research Center			
Administrative	Regional/Center Managers	Administrator	Regional/Center Managers
Project Personnel	Regional/Center Managers	Administrator	Regional/Center Managers

b. Separation from Service

Description	Recommended By	Approved By
(1) Acceptance of Resignation		
Administrator	Governance Committee	PCA Governing Board
Deputy Administrators and Regional Managers	Administrator	PCA Governing Board
Department and Center Managers	Administrator	PCA Governing Board
Division Chiefs and below	Deputy Administrator concerned	Administrator
(2) Application for Terminal Leave		
Central Office	Deputy Administrator concerned	Administrator
Regional Office/ Research Center	Regional / Center Manager	Administrator
(3) Application for Retirement		
Central Office/ Regional Office/ Research Center	Deputy Administrator concerned / Regional Manager	Administrator

c. Approval to Render Overtime Services⁷

Description	Recommended By	Approved By
A. Central Office	Deputy Administrator concerned	Administrator
B. Regional Office/ Research Center	Division Chief concerned	Regional / Center Managers

⁷ Approval to Render Overtime Services in the Administrator's Office, Office of the Corporate Secretary, Internal Audit Services, Legal Affairs Services and Assessment and Monitoring Services to be recommended by the Head and approved by the Administrator

d. Approval for Vacation Leave/Sick Leave/Maternity or Paternity Leave⁸

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

e. Time Card Entries, Permit to Leave and Form No. 48⁹

Description	Approved By
(1) Handwritten Entry on Time Card	Department Manager/ Regional/Center Manager concerned
(2) Permit to Leave on Official/Personal Business	
Division Chiefs and below (Central Office)	Department Manager concerned
Division Chiefs and below (Regional/Center Office)	Regional / Center Managers concerned
(3) Form No. 48 / Daily Time Record	
Deputy Administrators and Regional Managers	Administrator, in his absence the Deputy Administrator for Administrative and Finance
Department and Center Managers	Deputy Administrator concerned
Division Chiefs and below (Central Office)	Department Manager concerned
Division Chiefs / Unit Heads (Regional Office/ Research Center)	Regional / Center Managers concerned
Rank and File	Division Chief / Immediate Supervisor

f. Travel Order – Local¹⁰

Description	Approved By
A. Central Office	
Deputy Administrators / Regional Managers ¹¹	Administrator
Department Managers / Center Managers and below	Deputy Administrator concerned

⁸ For the Administrator's Office, Office of the Corporate Secretary, Internal Audit Services, Legal Affairs Services and Assessment and Monitoring Services to be recommended by the Head and to be approved by the Administrator

⁹ ibid

¹⁰ ibid

¹¹ All travels of the Regional Manager within his area of jurisdiction shall not require an approval from the Administrator

B. Regional Office/ Research Center	
Division Chief and below	Regional/Center Manager

g. Designation, Reassignment and Detail¹²

Description	Recommended By	Approved By
Acting/Officer-in-Charge Deputy Administrators, Regional/Center Managers, Department Managers, Division Chiefs	Administrator	PCA Governing Board
Rank and File SG 22 and below	Deputy Administrator concerned/ Regional/Center Manager	Administrator

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

Description	Recommended By	Approved By
Deputy Administrators and below	Human Resource Division	Administrator

i. Rent/Use of PCA Facilities¹³

Description	Recommended By	Approved By
(1) Request for use of PCA Facilities and Dormitories	Administrative and General Services Manager	Administrator
(2) Request for use of PCA Regional / Research Center Facilities and Dormitories	Regional / Center Manager	Administrator

V. ISSUANCES AND COMMUNICATIONS MATTERS

Description	Approved By	Signed By
a. Administrative Order and Corporate Order	PCA Governing Board	Administrator
b. Memorandum Circular and Special Order	Administrator	Administrator
c. Branch Office Order / Memorandum Order Concerning Routine Matter	Deputy Administrator concerned	Deputy Administrator concerned
d. Regional / Center Office Order, Memorandum Order Concerning Routine Matter	Regional / Center Manager	Regional / Center Manager

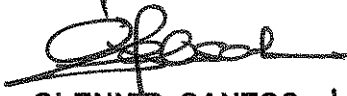
¹² Designations/Reassignments/Details in the Office of the Corporate Secretary and Internal Audit Services shall be recommended by the Head to be approved by the Governing Board; While for the Administrator's Office, Office of the Legal Affairs Service and Assessment and Monitoring Services shall be recommended by the Head to be approved by the Administrator

¹³ The AGSD will provide guidelines for use and schedule of fees

e. Communication to officer involving information pertaining to routine matter which is readily available and query that can be acted upon immediately	Department Manager concerned	Department Manager concerned
f. Communication not included in the above and involving policy	Administrator	Administrator
g. Press Release ¹⁴	Media Relations Unit	Administrator

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

This Order shall take effect immediately.


GLENN B. SANTOS
 Officer-in-Charge, Administrator

¹⁴ should be cleared by the Chair