



**ADMINISTRATIVE ORDER**

No. 03

Series of 2024

**SUBJECT: AMENDMENT TO ADMINISTRATIVE ORDER (AO) NO. 16, SERIES OF 2019**

In order to ensure consistency in the rules to be followed in the approval of (1) Requests for Procurement of Goods, Civil Works and Consulting Services and (2) Proposals for Regular Program, Project and Activity by Offices/Bureaus/Services/Units (OBSUs), the pertinent provisions of Administrative Order No. 16, series of 2019 is hereby amended to be read as follows:

**II. ADMINISTRATIVE, PROCUREMENT AND FINANCIAL MATTERS**

**E. REQUEST FOR PROCUREMENT OF GOODS, CIVIL WORKS AND CONSULTING SERVICES**

	SOURCE OF REQUEST	REQUESTING PARTY		APPROVING AUTHORITY	
CO	OBSUs	Up to P100M	Director Concerned	Up to P100M	USEC Concerned or as Authorized by the Secretary
		> P100M	USEC Concerned or as Authorized by the Secretary	> P100M	Secretary
	Office of the Directors and up	Official Concerned		Up to P100M	USEC Concerned or as Authorized by the Secretary
				> P100M	Secretary
	FAPs/Special Projects	Project/Program Manager		Up to P100M	USEC Concerned or as Authorized by the Secretary
				> P100M	Secretary

**III. PROGRAMS, PROJECTS AND ACTIVITIES**

**A. PROPOSAL FOR REGULAR PROGRAM, PROJECT AND ACTIVITY**




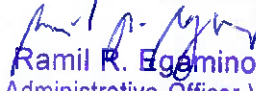
	Amount	Certifying Authority as to funding, compliance with the Budget Parameters and inclusion in the WFP	Recommending Authority as to Purpose	Approving Authority
CO	Up to P100M	DC, Budget Division for Regular Programs	HOBS	USEC Concerned or as Authorized by the Secretary
	> P100M		USEC Concerned or as Authorized by the Secretary	Secretary
FO	Up to P100M	Head, Budget Section	DC Concerned	RD
	> P100M		RD	Secretary

All other provisions of AO No. 16, series of 2019, shall remain the same unless previously amended and the above-mentioned changes.

Let copies of this Order be issued to all OBSUs in the Central Office and Field Offices for information and guidance.

Issued at the DSWD Central Office in Quezon City, Manila.

  
**REX GATCHALIAN**  
 Secretary  
 Date: APR 30 2024

**Certified True Copy**  
  
**Ramil R. Egemino**  
 Administrative Officer V  
 Records and Archives Mgt. Division

02 MAY 2024