



Republic of the Philippines  
Department of Agriculture  
BUREAU OF AGRICULTURAL RESEARCH  
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Reference No. 2023- 08  
February 20, 2023

**MEMORANDUM FROM THE DIRECTOR**

**TO/FOR : ALL CONCERNED DIVISIONS, SECTIONS, AND UNITS**

**SUBJECT : COMPLIANCE ON THE SUBMISSION OF GOVERNMENT CONTRACTS**

This is to reiterate the guidelines and penalties, among others, in the submission of government contracts, purchase orders and their supporting documents as provided in COA Circular No. 2009-001 is as follows:

*3.1.1 Within five (5) working days from the execution of a contract by the government . . . a copy of said contract and each of all the documents forming part thereof by reference or incorporation shall be furnished to the Auditor of the agency concerned.*

*3.2.1 A copy of any purchase order (PO) irrespective of amount, and each and every supporting document, shall within five (5) days from issuance thereof, be submitted to the Auditor concerned.*

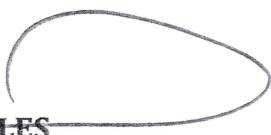
*4.1 Any unjustified failure of the officials and employees concerned to comply with the requirements herein imposed shall be subject to the administrative disciplinary action provided in (a) Section 127 of PD No. 1445; (b) Section 55, Title 1-Book V of the Revised Administrative Code of 1987; and (c) Section 11 of R.A. No. 6713.*

Thus, concerned Divisions, Sections, and Units must ensure the timely submission of all government contracts and ensure completeness of its supporting documents.

For Procurement Activities (e.g. Meals, Accommodation, Venue), End-Users are requested to provide Purchase Requests complete with proper specifications, Terms of Reference (TOR), and Activity Design at least three (3) to four (4) weeks before the scheduled activity. Delayed submission of PRs, unless justified, shall not be entertained.

For your guidance and strict compliance.

Thank you.

  
**JOELL H. LALES**  
OIC-Director