

Reference No. 2025-02 131  
February 28, 2025

## MEMORANDUM FROM THE DIRECTOR

**TO :** ALL DA-BAR OFFICIALS AND STAFF

**SUBJECT :** AMENDMENT TO MEMORANDUM ORDER NO. 084  
"APPROVING AUTHORITY ON PURCHASE REQUEST"

This amendment to the aforementioned memorandum order is issued to streamline the procurement process and enhance the monitoring of requisition statuses. Effective immediately, all officials and staff are hereby advised and directed to adhere to the following revised procedures:

- 1. Submission of Purchase Requests (PRs):**
  - All Purchase Requests (PRs), regardless of the amount, must be submitted to the Office of the Director for approval.
- 2. Preparation of PR Forms:**
  - The concerned implementing units shall prepare the Purchase Request forms, ensuring they bear the signature of the respective Division Heads.
  - The forms must also include the initials of the Budget Officer and the Head of the Procurement Unit before being forwarded to the Office of the Director.
- 3. Alignment with Project Procurement Management Plan (PPMP):**
  - All PRs must be consistent with the approved Project Procurement Management Plan (PPMP) to ensure seamless operations.

The Procurement Unit is responsible for conducting a thorough review of all PRs to:

- Ensure the requested amounts do not exceed the Bureau's spending limits.
- Verify all details to prevent recurring errors.
- Attest that all PRs have been meticulously examined prior to the Director's approval.

This adjustment aims to enhance efficiency, accuracy, and accountability in the procurement process. Strict compliance with these directives is expected, and immediate dissemination of this information to all concerned personnel is required.

  
JUNEL B. SORIANO, PhD