



CORPORATE ORDER NO. 01 - A

Series of 2016

Pursuant to Board Resolution No. 058-2016, 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 2016, providing for the comprehensive signing and approving authorities involving transactions of PCA, is hereby amended to 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.

Appointment in an Acting and OIC Capacities

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 to him by the PCA Governing Board.

Mandatory Certifications

Legal

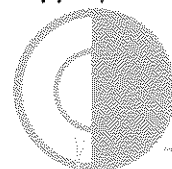
A certificate from the Legal Affairs Services (LAS) of the PCA must be attached to all legal documents (contracts, Memorandum of Agreement, Memorandum of Understanding, Deed of Usufruct, Donation, all documents under Section II- Property/Legal Matters etc.) for the Board's consideration, which states that it has been duly reviewed, consistent with laws, regulations, circulars in relation thereto and that such arrangement is advantageous to the PCA.

Finance

A certificate from the Finance Department of the PCA must be attached to all finance documents for projects and programs such as (work and financial plan, cost recovery scheme, procurement-related documents) for the Board's consideration, which states that it has been duly reviewed, consistent with laws, regulations, circulars in relation thereto and that such arrangement is advantageous to the PCA. The certification must also include the funding source.

Transfer of Funds

All transfer of funds, realignments and other proposed movements of funds in the Corporate Operating Budget, including program subsidies from the General Appropriations Act shall be submitted to the Board for approval.



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PCA

Continuing Commitment

I. PROCUREMENT MATTERS

For every procurement of goods and services, an Approved Budget for the Contract (ABC) is provided for per lot (province). PCA Bids and Awards Committee (BAC) shall advertise the procurement of the said goods and services per lot or in bulk, and shall invite the Bidders to bid for any or for all lots. The conduct of bidding itself shall be consistent on how it was advertised.

However, the BAC shall declare the winning bidder on a per lot basis. If the winning bidder wins two (2) or more lots, the BAC shall recommend award the contract per lot with its corresponding ABC. The Head of the Procuring Entity (HOPE) shall approve and sign the contract in accordance with the threshold provided herein.

In no case shall the BAC combine the winning bids and recommend the award of contract of two (2) or more lots.

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 Supplementaries

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 P30,000,000	Administrator	PCA Governing Board
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 P30,000,000	Regional Manager and Administrator	PCA Governing Board

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

(1) Procurement of Goods/General Support Services and Infrastructure Projects³ (Except Consulting Services)		
Description	Recommended By	Approved By
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
Research Center		
Above P30,000,000	Deputy Administrator for Research and Development and Administrator	PCA Governing Board
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			

(1) Goods/General Support Services and Infrastructure Projects (Except Consulting Services)			
Description	Recommended By	Approved By	Signatory to Contract/ Purchase Order
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

⁴ Blacklisting to be approved by the Governing Board

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
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		
Central Office	Finance Department Manager	Deputy Administrator - Administrative and Finance
Regional Office/ Research Center	Accountant	Regional / Center Managers, in their absence the Administrative Officer
(2) Travel Expenses		
Central Office		
Travel Expenses of Administrator, Office of the Corporate Secretary	Finance Department Manager	Approved by the PCA Governing Board or its duly authorized representative.
Travel Expenses of Deputy Administrators	Finance Department Manager	Administrator
Travel Expenses of Department Managers and below	Finance Department Manager	Deputy Administrator for Administrative and Finance
Regional Office / Research Center		
Travel Expenses of Regional/Center Manager	Accountant	Regional/Center Managers, in their absence the Administrative Officer
Travel Expenses of Division Chiefs and below	Accountant	Regional / Center Managers, in their absence the Administrative Officer
(3) Communication Expenses		
Central Office		
Expenses for the Deputy Administrators	Finance Department Manager	Administrator
Expenses for the Department Managers and below	Finance Department Manager	Deputy Administrator for Administrative and Finance
Regional Office / Research Center		
Expenses for the Regional / Center Manager	Accountant	Regional/Center Managers, in their absence the Administrative Officer
Expenses for the Division Chiefs and below	Accountant	Regional/Center Managers, in their absence the Administrative Officer

Description	BOX A Certified By	BOX B Approved By
(4) Maintenance and Other Operating Expenses and Capital Outlay		
Central Office		
Above 30,000,000	Finance Department Manager and Administrator	Approved by the PCA Governing Board.
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
Regional Office / Research Center		
P10,000,000 and below	Accountant	Regional/Center Manager
(5) General Support Services, Utilities and Other Claims		
Central Office	Finance Department Manager	Deputy Administrator for 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 for 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		
Central Office		
Above P500,000	Finance Department Manager	Administrator
P500,000 and below	Finance Department Manager	Administrative and General Services Department
Regional Office / Research Center		
P10,000,000 and below	Accountant	Regional/Center Manager

b. Payroll

Description	Certified By	Approved By
Central Office	Administrative and General Services Department Manager	Deputy Administrator for Administrative and Finance
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
Central Office		
Above P20,000,000	Cashier	Administrator
P20,000,000and below	Cashier	Deputy Administrator for Administrative and Finance, in his absence any DA present
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
Central Office	Manager concerned	Division Chief - Budget Division
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
Central Office	Division Chief - Accounting	Administrator
Regional / Center Office	Accountant	Regional / Center Manager

IV. ADMINISTRATIVE MATTERS

a. Appointment of Personnel

Description	Recommended By	Appointed By	Signed by
(1) Regular⁵			
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
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
Central Office			
Administrative	Deputy Administrator concerned	Administrator	Administrator
Project Personnel	Deputy Administrator concerned	Administrator	Administrator
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

⁵ All staff and officer of Internal Audit Services shall be recommended by the Governing Board's Audit Committee

Description	Recommended By	Approved By
(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 Services⁶

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

d. Approval for Vacation Leave/Sick Leave/Maternity or Paternity Leave⁷

Description	Recommended By	Approved By
For the Administrator	PCA Governing Board	PCA Governing Board
For the Office of the Corporate Secretary	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. 48⁸

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

⁶ 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

⁷ 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

⁸ Ibid

(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

Description	Approved By
Central Office	
Travels of the Administrator, Office of the Corporate Secretary	PCA Governing Board or its duly authorized representative
Deputy Administrators / Regional Managers ⁹	Administrator
Department Managers / Center Managers and below	Deputy Administrator concerned
Regional Office/ Research Center	
Division Chief and below	Regional/Center Manager
International Travels	
All Personnel	All official international travels shall be approved by the PCA Governing Board or its duly authorized representatives

g. Designation, Reassignment and Detail¹⁰

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

⁹ All travels of the Regional Manager within his area of jurisdiction shall not require an approval from the Administrator

¹⁰ 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

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

Description	Recommended By	Approved By
Deputy Administrators and below	Human Resource Division	Administrator
Office of the Corporate Secretary	Human Resource Division	To be approved by the PCA Governing Board or its duly authorized representative.

i. Rent/Use of PCA Facilities¹¹

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

¹¹ The AGSD will provide guidelines for use and schedule of fees

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
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 ¹²	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

¹² should be cleared by the Chair

Republic of the Philippines
Office of the Presidential Assistant
for Food Security and Agricultural Modernization
PHILIPPINE COCONUT AUTHORITY

BOARD RESOLUTION NO. 058-2016

AMENDING CORPORATE ORDER NO. 01, SERIES OF 2016

WHEREAS, the Office of the Presidential Assistant for Food Security and Agricultural Modernization (OPAFSAM) proposed the amendment of PCA Corporate Order No. 01, Series of 2016;

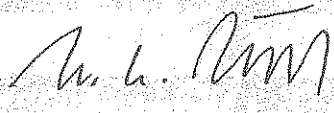
NOW, THEREFORE, BE IT RESOLVED THAT, per recommendation of OPAFSAM as presented and discussed with the Board and contained in the draft referred herein as Annex "A" and made an integral part of this resolution, the proposed amendment of the PCA Corporate Order No. 01, Series of 2016, **BE APPROVED** as it is hereby **APPROVED** and **CONFIRMED**.

RESOLVED FURTHER, THAT the Officer-In-Charge is hereby **AUTHORIZED**, as he is hereby **AUTHORIZED** to sign the appropriate Order pertaining therefor.

Done this 22nd day of June 2016 in Diliman, Quezon City.


FREDELITA C. GUIZA
Chairperson


DANILO A. ANTONIO
Member


PONCIANO A. BATUGAL
Member


EDICIO G. DELA TORRE
Member

RAFAEL P. SARUCAM
Member

PHILIPPINE COCONUT AUTHORITY
NCD/BR-22 June 2016
Office of the Corporate Secretary

CERTIFIED TRUE COPY:



ISAGANI N. ZORRA
Records Officer I

Date: 8/26/16