



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

May 24, 2023

MEMORANDUM

FOR : ALL DA REGIONAL FIELD OFFICES

ATTN : DA SAAD REGIONAL FOCALS

FROM : DIRECTOR, SAAD NPMO

SUBJECT : REQUEST FOR THE SUBMISSION OF THE DA SAAD PHASE 2 AUTHORITY TO HIRE (ATH) FOR THE SECOND SEMESTER OF 2023

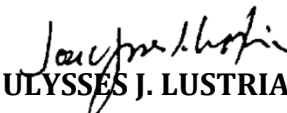
In line with the instruction of the DA Personnel Division – Central Office, this is to request the submission of your request for Authority to Renew for July to December 2023 with the following necessary documents as attachments:

- a. Memorandum from the Head of the Agency
- b. Matrix with Certification from the HRMO
- c. Approved Project Procurement Management Plan (PPMP)
- d. Certificate of availability of funds from the budget officer
- e. Certification from the budget officer that the said request does not exceed 30% of the MOOE
- f. Organizational Chart
- g. Justification for the hiring of the COS
- h. Summary of Performance Rating Sheet
- i. Approved Authority to Hire from January to June 2023

Please submit two (2) original copies of the signed Memorandum from the Head of the Agency and attachments during the DA SAAD Q1 Assessment in Baguio from May 29 to June 2, 2023.

For queries, please coordinate with your respective NPMO – OPBME coordinating officers.

Thank you.


ULYSSES J. LUSTRIA, JR.