



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
FERTILIZER AND PESTICIDE AUTHORITY

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OFFICE ORDER

No. 015

**Subject : GUIDELINES ON THE PROCUREMENT OF LEASE OF VENUE
FOR THE CONDUCT OF SEMINARS, TRAININGS & WORKSHOPS**

In compliance with the issuance of Administrative Order No. 12, series of 2019 by the Department of Agriculture (DA) relative to the procurement of lease of venue for the conduct of seminars, trainings and workshops, the following guidelines shall be implemented:

1. Approved Budget for the Contract (ABC) for Lease of Venue

The maximum allowable rate for food and accommodation shall be Php1,800 per participant per day. This is based on the market analysis conducted by DA in accordance with Section "H" of the 2016 Revised IRR of RA 9184.

2. It shall remain as a policy that FPA shall prefer to lease publicly-owned venue from other government agencies in accordance with said Section of the IRR.

3. In case of lease of privately-owned venue, submission of Purchase Request to the FPA-BAC Secretariat shall be made at least forty-five (45) days reckoned from the date of the activity and shall be supported by the following documents:

- a. Justification for lease of venue
- b. Accomplished Table of Rating Factors

This Order shall take effect immediately and amends, repeals and revokes Office Order No. 6 dated June 13, 2019 on the creation of Clearing House for the conduct of trainings, seminars and workshops outside the DA training facilities, and other issuances inconsistent herewith.


WILFREDO C. ROLDAN
Executive Director

