MEMORANDUM ORDER NO. 02  
Series of 2010

SUBJECT: Authorizing the Heads of POEA Regional Centers to Sign Service Contracts in Behalf of the Administration

Pursuant to the continuous streamlining and decentralization efforts of the Administration, the Heads of the POEA Regional Centers for Luzon, Visayas and Mindanao are hereby authorized to sign all service contracts for security, janitorial, encoding and lease contracts for office space in behalf of the Administration. This authority shall cover all the above-stated contracts of the Centers, Regional Extension Units and Satellite Offices under its administrative supervision.

However, all contracts that shall be entered into must have prior clearance from the Office of the Deputy Administrator for Management Services if the amount does not exceed Fifty Thousand Pesos (P50,000.00), otherwise, the clearance shall be secured from the Office of the Administrator. In addition, a copy of each contract must be submitted to the Central Office through the Regional and Overseas Coordinating Office (ROCO) for proper monitoring.

This Order shall take effect immediately.

Mandaluyong City, 18 February 2010.

JENNIFER JARDIN-MANALILI  
Administrator