MEMORANDUM ORDER NO. 03
Series of 2011

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

In the interest of service and in support to the continuous streamlining and decentralizing activities of the Administration, the Chiefs of the POEA Regional Centers for Luzon, Visayas and Mindanao are hereby authorized to sign all contracts for security, janitorial, contracting services and lease contracts for office space on behalf of the Administration provided however, that the covered amount is within their budget allocation within the fiscal year.

The Authority shall cover all the above stated contracts of the Centers, Regional Extension Units and Satellite offices under its administrative supervision.

A copy of each contact must be submitted to the Central office through the Regional and Overseas Coordinating Office (ROCO) within five (5) working days upon signing of the contracts for proper monitoring.

All previous issuances inconsistent with this order are hereby modified or repealed accordingly.

This order shall take effect immediately.

Mandaluyong City, 29 July 2011.

CARLOS S. CAO, JR
Administrator