



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632)929-66-26 to 29 | (632)929-62-52  
929-66-20 | 929-66-33 to 35  
929-70-41 to 43

**MEMORANDUM**

TO : All Head of Offices Concerned  
DENR Central Office

FROM : The Director, Administrative Service

DATE : 05 January 2005

SUBJECT : **SUBMISSION OF 1st QUARTER SUPPLIES AND MATERIALS REQUIREMENT AS PER RESPECTIVE OFFICE FUND ALLOCATION BASED ON THE APPROVED BUDGET FOR CY 2005.**

In consonance with the management decision to pool the fund allotment for supplies and materials as a fiscal discipline measure and in order to economically and effectively handle the procurement process of the same, may we respectfully request your Office to submit your 1<sup>st</sup> quarter supplies and materials requirement per your respective fund allocation based on the approved budget for CY-2005.

Your respective approved Purchase Request/s must be grouped into the following categories (to be prepared separately):

- a. Items available (or similarly available) from PS-DBM  
Ex. Ballpoint pen, Sign pen, Bond and Copy Paper, etc.
- b. Items not available from PS-DBM  
Ex. Video Cassette, Camera Film, etc.
- c. Items with Exclusive/Sole Distributor  
Ex. Copier Machines Consumables

It is worthy to note that the submission of your abovementioned approved Purchase Requests to the General Services Division not later than 15 January 2005 shall be highly appreciated to facilitate timely consolidation and procurement thereof.

  
**RAMON M. EZPELETA, CESO IV**  
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