

Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669

MEMORANDUM

FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office

FROM : The **DIRECTOR**
Administrative Service

DATE : August 16, 2021

SUBJECT : **SUBMISSION OF PERTINENT DOCUMENTS TO
SUPPLY MANAGEMENT SECTION, PROPERTY AND
SUPPLY MANAGEMENT DIVISION FOR INSPECTION
AND RECORDING PURPOSES**



This is to reiterate Memorandum dated April 16, 2021 by the OIC Director, Administrative Service on the above subject. All officials and employees of DENR Central Office are reminded not to accept direct deliveries of procured items whether from the Procurement Service of DBM or any supplier/dealer/contractor. Instead all deliveries shall be referred to the Supply Management Section, PSMD to facilitate the request for inspection of deliveries and record its issuance to the end-user/s.

Notwithstanding this directive/order, in instances where direct delivery was made due to justifiable reasons, the end-user/s must submit the following:

- Sales/Billing Invoice
- Delivery Receipt
- Warranty Certificate (if necessary)
- Waste Material Report (if necessary)
- Certificate of Acceptance
- Picture of Items
- Requisition Issue Slip duly signed in Box No.1 (Requestor) and Box No.4 (Recipient) with list of accountable person/s for ICS/PAR preparation for PPE and other semi-expendable items.

The purpose of this is to ensure the recording of its delivery and issuance needed for the preparation of Report of Supplies and Materials Issued (RSMI) to be submitted to Accounting Division and COA.

For guidance and compliance, please.


ROLANDO R. CASTRO




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