



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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MEMORANDUM

TO/FOR : **ALL OFFICES**
DENR Central Office

FROM : **The DIRECTOR**
Administrative Service

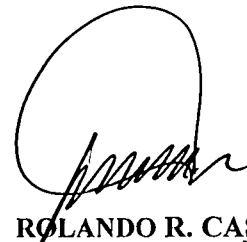
DATE : Feb. 23, 2022

SUBJECT : **NON-WITHDRAWAL OF SUPPLIES AND
MATERIALS INSPECTED AND READY FOR
WITHDRAWAL WITHIN THREE (3) MONTH
PERIOD**

In view of Commission on Audit Circular No. 85-55A dated Sept. 8, 1985 and 2012-003 dated Oct. 29, 2012 prescribing guidelines for the prevention and disallowance of irregular, unnecessary, excessive, or extravagant and unconscionable expenditures wherein stocks should be within the maximum allowed three months consumption and failure to comply means lack of prudence in exercising economy in resources and to maximize the use of space of the Stockroom and Basement Area of DENR Main Building, all offices whose supplies and materials requirements were already delivered and inspected are hereby encouraged to submit their respective Requisition Issue Slip (RIS) and other documents necessary for the withdrawal of the same from the Stockroom within the prescribed three-month consumption period, otherwise, remaining balances shall be treated as items for "General Consumption" and shall be issued to Offices other than its end-user.

Likewise, in compliance with the existing directives to clear the Basement, all PPE's including supplies and materials will be temporarily hauled/transfered to the DENR Covered Court until its disposition/utilization. The Supply Management Section (SMS), Property and Supply Management Division (PSMD) shall be coordinating with the concerned office/s regarding the schedule of hauling/transfer.

For information and guidance.


ROLANDO R. CASTRO
