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Republic of the Philippines  
**Ministry of Natural Resources**

17 October 1985

SPECIAL ORDER  
NO. 271  
Series of 1985

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SUBJECT : AUTHORITY TO PROCURE SUPPLIES,  
MATERIALS AND EQUIPMENT OF THE  
MINISTRY AND ITS BUREAUS.

In order to effect a systematic and coordinated method in the procurement of supplies, materials and equipment of the Ministry and its Bureaus, the authority to do so shall henceforth be exercised by the OIC, Assistant Minister for Administration.

The following functions and responsibilities are likewise to be carried out by the OIC, Assistant Minister for Administration.

- a. Advise and assist the Minister in the formulation and implementation of Ministry objectives and policies related to procurement;
- b. Oversee all procurement activities of the Ministry and its Bureaus, particularly the executive supervision, coordination and direction of procurement of supplies, materials and equipment and all matters thereto;
- c. Projection and planning of each services' material requirement towards the attainment of economy of scale in procurement;
- d. Identification and accreditation of bonafide bidders/suppliers;
- e. Assignment of official canvassers;

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- f. Prioritization and recommendation of purchase order;
- g. Receipt and verification of the deliveries of supplies, materials and facilities upon arrival;
- h. Monitoring of usage levels and establishment of economic recorder points for optimum inventory management; and
- i. Perform such other functions as the Minister may assign relative to its line of work.

This Order takes effect immediately and repeals all other orders inconsistent herewith.

  
RODOLFO P. DEL ROSARIO  
Minister