

**DENR Memorandum Order**  
**No. 8**  
**Jul. 12 1988**

**TO : ALL DENR OFFICIALS CONCERNED**

**SUBJECT : Guidelines for the approval of contracts/purchase order and payment of deliveries for supplies, materials and non-personal services of Foreign Assisted and National Special Projects covered under DENR Special Order No. 585, Series of 1988**

In line with the provisions of DENR Special Order No., 585 and to promote efficiency in service, the following guidelines are hereby promulgated for the guidance and compliance of all concerned:

1. The Section/Unit Chiefs prepare Requisition and Issue Vouchers (RIV) and submits same to the Supply Officer who determine the availability of the items from the stock. If available, RIV, is forwarded to the Assistant Secretary for Foreign Assisted and Special Projects (ASEC, FASPO) and or Project Manager concerned, as the case may be, for signature. After signing, same is returned to the Supply Officer for issuance of the requested supplies and materials. In cases where items are not available from stock. Supply Officer reviews specifications, certifies on the RIV the non-availability of items from stock, initials and submits same to the Administrative Officer, together with his/her recommendation whether or not to purchase the same.
2. Administrative Officer reviews, initials and if in order, forwards RIV to the ASEC, FASPO and/or Project Manager/Coordinator, as the case may be, otherwise, return the same to the Supply Officer with his/her comments.
3. Project Manager/Coordinator reviews and if in order, recommends same through the Chief, Project Accounts and Management Division (PAMD), for approval by ASEC,

FASPO.

4. Approved RIV is returned to the Chief of Project Accounts and Management Division, FASPO who shall coordinate with the Prequalification, Bids and Award Committee-Foreign Assisted and Special Projects Office (PBAC-FASPO) for the conduct/issuance of a canvass/bidding in the open market/ the issuance of a canvass form/and/or issuance of invitations to bid and prepare an abstract of quotation/bid evaluation sheet together with corresponding Purchase Order/Letter Order/Contracts containing certification of availability of funds for approval by the:
  - 4.1 Chairman - Local-PBAC-FASPO : For contract/Purchase Order/Letter Order not more than ₱ 300,000;
  - 4.2 USEC for Planning, Policy and Management: For Contracts/Purchase Order/Letter Order more than ₱ 300,000.00 but not more than ₱ 500,000.00.
  - 4.3 Secretary: For contracts more than ₱ 500,000.00.
5. A copy each of the approved purchase/letter order and RIV, canvasses and abstract of quotation should be furnished the DENR Resident Auditor as required under COA Circular No., 76-34. If after five (5) days from their receipt thereof, no advice of any defect thereon has been issued by COA, the purchased/letter order/contract shall be served to the Supplier for delivery of the items or commencement of services indicated therein.
6. The Auditor or his duly authorized representative and the Property Inspector of the PBAC-FASPO, who shall be designated by the Chairman, inspects delivery following the indicated specifications, prepares report of inspection and forwards same with all pertinent documents to the project concerned. Any deficiency noted is reported to the end-user/supplier. If necessary, test may be conducted on the delivered items.

7. The concerned project causes the preparation of disbursement voucher for payment of delivery in accordance with COA Circular No. 81-155 dated Feb. 23,1981. Processed and certified voucher shall be forwarded to the approving Official pursuant to the provisions of DENR Memorandum Order No. 1, Series of 1988 then to the Finance Service for necessary processing and payment.

All personnel concerned are hereby enjoined to strictly observe the foregoing guidelines. Actions inconsistent herewith shall be the responsibility of the Officers concerned and shall be liable to any violations committed.

This Order takes effect immediately.

**(Sgd.) RICARDO M. UMALI**  
Undersecretary for  
Planning, Policy and Project Management

RECOMMENDING APPROVAL :

**(Sgd.) LIRIO T.ABUYUAN**  
Assistant Secretary for Foreign  
Assisted and Special Projects  
And Chairman, PBAC-FASPO