

DENR Memorandum Circular

No. 96 - 01

February 09, 1996

SUBJECT : Amending Certain Provisions of DENR Memorandum dated 09 May 1990, Regarding Operation of Regional, Provincial and Community Public Affairs Office/Units

In the interest of the service, and in line with the policy of this Office of further strengthening the implementation of the DENR Information, Education and Communications (IEC) Program, DENR Memorandum dated 09 May 1990 is hereby amended as follows:

1. The RPAO Chief is hereby authorized to attend and participate in all national, regional and provincial planning workshops to familiarize them with the flagship thrusts of the Department both at the national and regional levels;
2. The RPAO shall consult with the REDs, PENROs, CENROs, and Managers of Special Projects for the purpose of defining and firming up IEC priorities and targets after which the RPAOs shall formulate and prepare their respective updated objective oriented Regional Annual IEC Plan. The Regional Executive Director shall approve the Regional Annual IEC Plan upon proper endorsement by the concerned Regional Technical Director;
3. All funds intended for IEC operations in support of regular, foreign assisted and special projects shall henceforth be lumped into a single/common regional IEC Fund and placed under the direct control of the Regional Executive Director to be

disbursed in accordance with the previously approved Region-wide IEC Program;

4. The RPAO Chief, under the direction of the RED, shall supervise the conceptualization, production and dissemination of IEC materials, including pre-testing and post-testing of said IEC materials in support of regular, foreign-assisted and DENR special projects;
5. The RPAO shall have priority access to available communication and transportation facilities for use in media relations and information dissemination activities;
6. The RPAO is hereby authorized an allotment of P2,000.00 per month, chargeable against the Regional Appropriation as representation expenses in Media Relations, subject to the usual auditing rules and regulations.

All provisions of DENR Memorandum dated 09 May 1990 not inconsistent herewith shall remain in full force and effect.

This Memorandum Circular shall take effect immediately.

VIRGILIO Q. MARCELO
Undersecretary for Field Operations

DENR Memorandum Circular

No. 96 - 03

February 14, 1996

SUBJECT : Guidelines for the Turn-over and Sharing of Equipment Support to the Local Government Units (LGUs) and Communities for RRMP Regions IX, X and XIII.

Consistent with Memorandum Circular No. 12 dated May 10, 1995 on the turn-over design of RRMP in Regions IX and X under the ENR-SECAL Program to communities and LGUs, the following guidelines are hereby issued to direct the proper deployment and turn-over of vehicles, construction equipment and office equipment to Local Government Units (LGUs), barangays, and communities:

BOOKING AND ACCOUNTING OF VEHICLES AND EQUIPMENT

- a) Based on the approved deployment schedule, vehicles, construction and office equipment intended for the LGUs purchased through International and Local Competitive Bidding (ICB/LCB) where the procurement was done by RMO shall be turned-over to the LGUs concerned by the RED through the PENROs.
- b) Transfer of equipment to the LGU from the PENRO shall be through a Memorandum of Agreement (MOA). The MOA shall provide that assets shall be taken up by the LGU as **trust account (asset in trust)** until completion of the project. All vehicles and equipment shall be properly booked and accounted for with a designated property number assigned for each item.