

**DENR Administrative Order
No. 99-23
July 01, 1999**

**SUBJECT : Creation of a Procurement
Coordinating Staff.**

In the interest of the service and in order to have an effective and efficient coordination, database information and assistance to different Committees and Secretariats on procurement of goods and services under Fund 101 and 102, a Procurement Coordinating Staff is hereby created.

The Procurement Coordination Staff shall have the following functions:

1. Receive inquiries/request for referral to various Committee Chairperson;
2. Maintain coordination with various Committees on procurement;
3. Provide updated information to the Chairpersons of various procurement Committees and Secretariats' activities;
4. Maintain accreditation, procurement and inspection documents;
5. Coordinate the Committees/Secretariats in convening meetings;
6. Consolidate requests for supplies for the Committees/Secretariats and maintain office equipment for efficient functioning;
7. Receiving and releasing of inspection and pre-repair requests and post repair and inspection reports for the Inspection and Pre-Acceptance Committee;
8. Abstracting of canvass quotations;
9. Prepare reports as required by the Assistant Secretary for Administrative Services;

10. Maintain confidentiality to all documents and activities of the various Committees/Secretariats; and
11. Provide administrative/clerical support and perform other functions as may be assigned.

The Procurement Coordinating Staff shall be supervised by the Assistant Secretary for Administrative Services. As such, the Assistant Secretary for Administrative Services shall identify the composition of the Staff and issue Special Order to this effect. Further, the Staff shall be housed at the Administrative Services Conference Room.

All expenses of the Procurement Coordinating Staff and supplies and materials of Committees/Secretariats shall be charged to the General Administrative Fund, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately and supersedes all Orders inconsistent herewith.

(Sgd.) TEODORO B. PISON
Acting Secretary