



JUL 07 2005

MEMORANDUM CIRCULAR

No. 2005 - 008

TO : Undersecretary for Management and Technical Services
Director, Administrative Service
OIC Director, Financial & Management Service
Bureau Directors, Regional Executive Directors,
Regional Directors, PENROs, CENROs and Heads of Attached Agencies

SUBJECT : **POSTING OF GOVERNMENT CONTRACTS ON DENR WEBSITE**


Pursuant to the directive from the Office of the President to effectively implement and promote transparency in government transactions, it is directed that instructions be given to your concerned officials and employees regarding the provision of the following information on approved contracts such as Memorandum of Agreements, purchase and job orders, for posting on the DENR website:

1. Type of Contract
2. Contracting Parties
 - a. First Party also known as Owner/Lessor/Company/ Agency - (Company Name and Address)
 - b. Second Party a.k.a. Contractor/Lessee/Client/Agent - (Company Name and Address)
 - c. Representative of both parties - (Name and Contact Number)
3. Services - Job Description
4. Amount - Contract's Value
5. Notary Public - Name of Lawyer who acknowledged the contract
6. Effective date of contract
7. Duration - starting at effective date (ex. 30 calendar days/ 6 months)
8. Termination date of contract

The spreadsheet in MS-Excel is attached in order to have a standard format for all DENR offices. It is further instructed that the accomplished forms be sent via email to misd@denr.gov.ph. As reference, please type in subject box: "Web Posting - Government Contract".

All approved contracts from January through May 2005 should be posted on the website by June 2005. For the succeeding months, all contracts per month should be posted by the 15th working day of the following month and shall be accessible on the website within thirty (30) days. The contracts will be transferred to the Archives Section of the website for purposes of accessibility and future reference by interested parties.

The concerned officials and employees may contact the Management and Information Systems Division (MISD), DENR Central Office for queries or clarification on this directive.


MICHAEL T. DEFENSOR

Secretary



DENR
HFA-0004523

