

Republic of the Philippines Department of Environment and Natural Resources Visavas Avenue, Diliman, Quezon City

Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52

929-66-20 • 929-66-33 to 35 929-70-41 to 43

9月 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



Type of Contract

Contract Information for WEB Posting										
Type of Contract	Contracting Parties				Services	Amount	Notanzed By	Effectivity	Duration	Tem
	First/Owner/Lessor/Company (Company Name/ Address)	Representative (Name/ Contact No.)	Second/Contractor/Lessee/Client (Company Name/ Address)	Representative/s (Name/Position/Designation)	(Job Description)	<u></u>				
example:				<u> </u>	· · · · · · · · · · · · · · · · · · ·		 			7
Memorandum of Agreement	DENE	Elisea G. Gozun - Secretary	Centro Tech. Inc.	Sergio A. Baquiran - Pres. & Gen. Manager	Janitorial Services	6,084,732.04	Atty. Rossane Turingan	10 Dec. '03	1 year	10 0
P.O. No. 2005-04-000081	DENR-FAPS	Annaliza R The - Asst Sec	Cosmotech - The Projector World	Maricel D. Hina - Sales Staff	1 unit HP Multimedia Projector Model: MP 3130	178,800. 00		04 April '05		
P.O. No. 2005-04-000085	DENR	Ramon W Ezpeleta - Dır	PHILCOPY Corp	Vincent M. Padrique - Supervis	4 pcs. Toner - Model FS - 1900 series	27,060.00		06 April '05		
J.O. No. 2005-04-000107	DENR	Manuel D. Gerochi - USEC	Ta Tong Office System	Jim Hung - Pres. & Gen Mgr	Installation of Vertical Blinds	56,457.56		03 May '05		
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