



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : ALL Head of Offices Concerned
DENR Central Office

FROM : The Chief, GSD

DATE : 12 January 2006

SUBJECT : **SUBMISSION OF 1st QUARTER SUPPLIES AND MATERIALS REQUIREMENT AS PER RESPECTIVE OFFICE FUND ALLOCATION BASED ON THE APPROVED BUDGET FOR CY 2006**

In consonance with the management decision to pool the fund allotment for supplies and materials as a fiscal discipline measure and in order to economically and effectively handle the procurement process of the same, may we respectfully request your Office to submit your 1st quarter supplies and materials requirement per your respective fund allocation based on the approved budget for CY-2006. This is to be accompanied by the corresponding Purchase Request of the items indicated in the QPMP.

Your respective Purchase Request(s) must be grouped into the following categories:

- a. Items available or similarly available from PS-DBM
Ex. Ballpoint pen, sign pen, bond paper, copy paper, brown envelope, etc.
- b. Items not available from PS-DBM
Ex. Camera film, video cassette tape, etc.
- c. Items that are under Exclusive/Sole Distributorship
Ex. Photocopying Machine Consumables

We further request that the abovementioned Purchase Requests be submitted not later than January 20, 2006 in order to facilitate the timely consolidation and procurement thereof.


GALO C. MARTINEZ JR.

Noted:


RAMON M. EZPELETA
Director, Administrative Service

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