

RB 2/7/73

DEPARTMENT MEMORANDUM
CIRCULAR NO. 1
SERIES OF 1973 RB

SUBJECT: Guidelines to Regional Directors, Accountants and Supply Officers in the Procurement of Training Equipment for Regional Offices under the Fund for Agrarian Reform Education (FARE)

1. This memorandum defines the guidelines and uniform procedure to be followed by the Regional Directors, DAR, in the procurement of Training Room Equipment for the use of the Training Staff in the Regional Offices. The expense is chargeable against the Principal Special Budget of the Fund for Agrarian Reform Education for the current fiscal year, to support the operational expenses for educational programs and activities. The amount of P2,000 is allotted for every Regional Office for the procurement of the following:

- One (1) bookshelf (wooden with glass)
- Sixty (60) Chairs
- One (1) Training Officer's Table
- One (1) Steel Filing Cabinet (4 drawers)
- One (1) Flip Chart Rack and
- One (1) Blackboard

Attached are the specifications of above mentioned equipment.

2. As a general rule, the purchase of equipment should follow the procedure prescribed for the purchase of supplies and materials. However, to enable the Regional Director to acquire the equipment locally by emergency purchase, the following guidelines should be observed:

- (a) Prepare a Requisition and Issue Voucher (RIV) for the equipment to be purchased;
- (b) Prepare a request for Quotation of prices to at least three (3) dealers and/or suppliers;
- (c) Prepare request for emergency purchase and/or Purchase Order;
- (d) Forward all the above-stated papers to the ARES, DAR for the certification as to availability of funds and for recommendation to the Secretary for approval;
- (e) Procure, if possible the equipment locally to avoid unnecessary delay in the procurement and freight charges;
- (f) Send directly to Agrarian Reform Education Service (ARES), as soon as the purchase is consummated and the equipment delivered all the supporting documents together with the Taxpayers' Certificate, Tax Clearance, Auditors' Inspection Report and Memo Receipt, to enable prompt payment to the person concerned. All payment shall be made by checks.
- (g) Equipment purchased under this funds shall be marked with the following:

"FARE FUNDS"

Prop. No. $\frac{72}{\text{(Year)}}$ $\frac{I}{\text{(Region)}}$ $\frac{1}{\text{(Unit)}}$

3. For compliance.

Diliman, Quezon City, February 1, 1973.



CONRADO F. ESTRELLA
Secretary

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- (a) Prepare a Requisition and Issue Voucher (RIV) for the equipment to be purchased;
- (b) Prepare a request for Quotation of prices to at least three (3) dealers and/or suppliers;
- (c) Prepare request for emergency purchase and/or Purchase Order;
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