



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

Administrative Order
No. 01
Series of 1994

SUBJECT: Streamlining of the General Services
Division, FMAO

I. MANDATE

In line with the provisions of Memorandum Order No. 27 dated August 13, 1992 of the Office of the President, the General Services Division is hereby transferred to the General Services Staff which will be responsible in establishing and maintaining an effective and efficient system on physical assets management and general utility services of the Department.

II. ORGANIZATION

2.1 The General Services Staff will be directly under the Office of the Undersecretary for Legal, Finance and Administrative Affairs (Attached is the Organizational Chart) and it shall be composed of two (2) divisions:

1) Procurement & Property Accounts Management
Division

This division will be responsible for the planning and programming of the acquisition, receiving, storing and issuance of supplies, materials and equipment, maintenance of periodic inventory and preparation/submission of reports. This function is currently handled by the General Services Division.

2) General Services Management Division

Some of the functions and relevant staff of the Engineering Division under BLD will be transferred to this division. Its main function will be on the efficient utilization and maintenance of buildings, ground, vehicles, motorpool, equipment and all other facilities.

2.2 The Divisions will have the following sections :

(1)

- a. Procurement Section
- b. Property Accounts Management Section

(2)

- a. Maintenance Building & Ground Improvement Section
- b. Motorpool Section
- c. General Utilities section

2.3 The Property Accounts Management Section shall have two (2) units namely : Storekeeping Unit and Transaction Analysis Unit.

III. FUNCTIONS

3.1 For clearer delineation of functions, and to pinpoint authorities and areas of responsibilities among units and personnel, the following are their functions :

3.1.1 The Property Account Management Section

- Maintain an inventory of supplies and materials and equipment always reconciled with the accounting subsidiary records and the running balances of the Supplies and Equipment Ledger Cards ;
- Receive, store and distribute supplies, materials and equipment for the Department; Prepare and submit the corresponding Supplies Adjustment Sheet and other pertinent reports to the Accounting Division;
- Execute periodic inventory and inspection of equipments, furnitures, supplies and materials and undertakes reconciliation with the accounting records in coordination with the Internal Audit Services;
- Monitor and consolidate the annual Physical Inventory Report to be submitted by the Regional/Provincial Offices;

- Enforce the standards for upkeep of equipment and property accountability;
- Recommend repair of defective repairable equipment and condemnation of those that are beyond economical repair;
- Take custody and maintains complete records of equipment and property accountability by official/employee.

3.1.2 The Procurement Section

- Prepare plans and programs for the acquisition and maintenance of physical assets;
- Execute all required standard procurement procedures (supplier/vendor accreditation, canvasses, bidding requirement, etc.)
- Procure supplies, materials and equipments.

3.1.3 The Maintenance Building & Ground Improvement Section

- Prepare work program for the repair and maintenance of building, ground, vehicles equipment and other facilities.
- Effect immediate repair of service vehicles, defective building facilities, equipment, furnitures & fixtures.
- Prepare bill of materials specifications, job orders and supervises the implementation of controls on repair & maintenance.
- Supervise cleanliness and orderliness of buildings and surroundings.

3.1.4 The General Utilities Section


- Provide efficient Telephone & Radio Communication Services.

- Provide efficient and economical reproduction/ printing job of the Department through the mimeographing machine.

IV. EFFECTIVITY

This Administrative Order shall take effect immediately and amends any issuance inconsistent with it.

January 6, 1994.


ERNESTO D. GARILAO
Secretary

GENERAL SERVICES STAFF

| DIRECTOR III |

