



Republika ng Pilipin
KAGAWARAN NG **ORMANG PANSAKAHAN**
(Department of Agrarian Reform)
Tanggapan ng Kalihim
Diliman, Lungsod ng Quezon
Pilipinas

In reply, please address:
THE SECRETARY
Department of Agrarian Reform
P.O. Box No. 2993
Manila

MEMORANDUM CIRCULAR NO. 7 ¹⁸⁷
Series of 1987

SUBJECT: EARLY SUBMISSION OF REQUEST FOR THE RELEASE OF FUNDS UNDER "LAND AND HOME DEVELOPMENT & IMPROVEMENT" PROGRAM (CAPITAL OUTLAYS) BY THE REGIONAL OFFICE AT THE START OF THE YEAR.

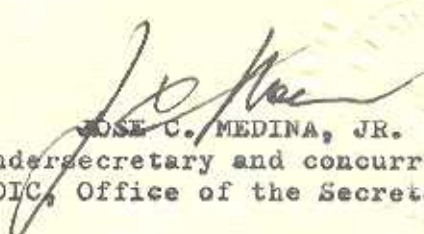
It has been observed that the request for the release of fund for the construction, repair and maintenance of infrastructure projects such as roads, bridges, culverts, waterwork, irrigation canals, multi-purpose pavements, administration building, school building, settlers' houses etc. has been hastily prepared and/or not prepared at all unless allotment advice has been released by the DBM. Project implementation is delayed due to late submission of project documents.

To correct this malpractice which is inimical to public service and in order not to delay project implementation, the Regional Sr. Civil Engineer or other field officers concerned shall prepare in advance the detailed engineering plans and designs, specifications, project cost estimates, program of work and any other supporting requirements relative to the approved Budget of the ensuing year. The project documents together with the basic request of the Team Leader for the release of fund shall be processed by the Regional Civil Engineer and Chief of the REPRODS before it is finally indorsed by the Regional Director to the Central Office for approval.

As soon as the allotment is released by the Department of Budget and Management to the DAR, Budget Division shall prepare and release the ALAD immediately to the Regional Office concerned.

All orders, circulars and/or memoranda inconsistent herewith are hereby revoked, superseded and/or modified as the case may be.

Diliman, Quezon City, July 21, 1987.


JOSE C. MEDINA, JR.
Undersecretary and concurrently
OIC, Office of the Secretary