12

MEMORANDUM CIRCULAR NO. 12 '86
Series of 1986 9/1/86

TO : All Concerned

SUBJECT : Guidelines in the Implementation of ₱43.799 Million for Highly Essential and Priority Projects of the Ministry

1.0. Purpose

Pursuant to the policy of the government to uplift the living conditions of the rural poor, an additional amount has been provided to support highly essential and priority projects undertaken directly or indirectly by the Ministry which includes infrastructure, equipment rehabilitation and loan assistance programs. Establishment of these projects shall generate employment opportunities to the settler-farmers and members of their immediate farm household who shall constitute the bulk of labor force in the rural areas. If these additional manpower resources shall be utilized to the fullest, agricultural production shall increase considerably and make self-reliant, progressive communities, proportionate to the amount subsidized by the government.

This Memorandum is therefore issued to prescribe the guidelines and procedures in the implementation and disbursement of ₱43.799 Million of the Ministry under P/P/A 2.1.2, 2.1.3, 3.3.2, 3.3.4, 4.1.1 and 4.3.4.

2.0. Implementing Rules and Procedures

2.1. Upon receipt of Advice of Allotment (ALAD) and Cash Disbursement Ceiling (CDC) from the Office of Budget and Management (OBM), the Budget Division, FIMAS, shall issue the corresponding sub-allotment and CDC to the regions. However, for the 4th quarter of 1986 the new disbursement scheme, pursuant to Memorandum Order No. 12 dated June 10, 1986 directing the improvement of the government thru the Agency Treasury Warrant Funding, shall be followed. In the case of special projects under the supervision of the Management Committee, the ALAD shall be issued directly to the overall Project Manager, thru the Regional Office concerned.

2.2. The Regional Director shall be authorized to hire and approve appointments of casuals under P/P/A 3.3.2, 3.2.1, 3.3.4 and 3.4.1 to be utilized in the implementation of

Rec'd Orig. + Supporting Papers 8/1/86 Note: P.M.D. will reproduce this.

the project, at specified rates as approved by the OBM. Said appointments shall however be valid for one month. Copies of all appointments shall be submitted to OMAR. Appointments for the/4th quarter shall be approved by the Minister.

2.3. For capital outlays, the Chief, Engineering Division, BURE, shall send a Civil Engineer with a copy of the ALAD and CDC released for the project (minus 3% retention in the Central Office for supervision and inspection of Central Office Engineers and other officials) to the Regional Office concerned to coordinate with the Regional Civil Engineer in the preparation of work program and engineering plans and design. Such requirements shall then be brought back to the Central Office for study and/or monitoring of the development phases later on. Important points to consider in the implementation are as follows:

2.3.1. Forty per cent (40%) of the total project cost shall be allocated for the hiring of laborers in the locality where the project is to be implemented;

2.3.2. In case the project is to be undertaken by a private contractor, there shall be a provision in the contract that 40% of the project cost shall go to local hire labor;

2.3.3. Hired laborers shall be properly identified by filling up Personal Data Sheets (hereto attached), the original copy for the Team Office and the duplicate copy furnished the District Office, provided for the purpose;

2.3.4. No payment of wages shall be made to the laborers unless timebook and payroll has been duly identified/noted by the respective Barangay Captain;

2.3.5. The Project Engineer and the Team Leader concerned shall be jointly held responsible in the overall prosecution and implementation of the development project.

3.0. <u>Reporting and Monitoring</u>

3.1. Monthly report of accomplishment on the prescribed format shall be rendered.

3.2. Progress report for infrastructure project including pictorial taken before, during and after construction of the same angle shall be submitted to the Central Office (Please see attached format).

3.3. Listing of newly hired casuals under respective P/P/A including the corresponding rate and place of assignment shall also be submitted (Please see attached format).

Proper compliance is hereby enjoined.

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

Diliman, Quezon City, August _____, 1986.

HEHERSON T. ALVAREZ
Minister

NOTE: SPECIAL UNIT FOR DTD. 9-3-86 FOR REGIONAL OFFICE PER. PRG. V - XII