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MEMORANDUM CIRCULAR NO. *14-81*
Series of 1981

T O : All Regional Directors and Personnel Concerned

SUBJECT : Additional Safeguards in the Implementation of Development Projects

It had been noted from the various reports of the Management Performance Audit Teams and feedbacks from other sources that there are apparent deficiencies in the implementation of development projects of this Ministry.

To protect the interest of this Ministry, therefore, additional safeguards in undertaking development projects are hereby prescribed:

I. REGIONAL DIRECTOR

- 1.1. The Regional Director shall be responsible for the satisfactory completion and supervision of all the Settlement Projects under his region.
- 1.2. He shall be assisted by the Regional Civil Engineer.
- 1.3. He shall submit a progress report on all projects in the Regional to the Minister at least once a month or as many times as the need requires.

II. TEAM LEADER

- 2.1. He shall be primarily responsible (jointly with the Project Engineer assigned to the Project) for the completion of the project.
- 2.2. He shall be responsible for the preparation of labor payrolls, requisitions of construction supplies and materials.
- 2.3. He shall approve all disbursements for labor, materials, supplies, etc. required in or in connection with the project.
- 2.4. He shall, together with the Project Engineer submit to the Minister an accomplishment and pictorial report immediately after the first 50% of the work has been completed and a terminal report after the

"Hindi na matatalkuran pa ang pagbabago ng-ayos ng pananakahan. Higit kong pangarap na makita ang ating mga magsasaka na pag-cari ang lupang kanilang binubungkal."

- PANGULONG FERDINAND E. MARCOS

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completion of the project.

- 2.5. He shall, together with the Project Engineer, prepare a certification of the satisfactory completion of the project. The Certification should be concurred in by the Regional Director before the same is submitted to the Minister for his information.

III. PROJECT ENGINEER (C.O. ENGINEER)

- 3.1. The Project Engineer shall be primarily responsible (jointly with the Team Leader) for the completion of the project.
- 3.2. He shall recommend to the Team Leader the approval of all requisitions for construction supplies, materials, etc. needed in the project.
- 3.3. He shall inspect all procurements of supplies and materials made by the Team Leader for the project and shall accept or reject the same if not in accordance with specifications.
- 3.4. He shall recommend the approval of all disbursements made in connection with the project.

IV. MANAGEMENT AUDIT TEAM

- 4.1. The Management Audit Team shall be responsible for monitoring the status and progress of all on-going projects in all the MAR Resettlement Projects and the proper administration of all sub-allotments of loan assistance funds.
- 4.2. It shall be responsible for monitoring reports of on-going projects directly to the Minister.

V. TEAM ACCOUNTANT

- 5.1. Certify as to the availability of funds on Purchase Orders, timebook and payroll and disbursement vouchers only when properly recommended by the Project Engineer.
- 5.2. Shall see to it that disbursement vouchers chargeable against capital outlay funds are supported by the proper and duly accomplished documents required for the particular transaction appearing on the reverse side of the voucher before affixing his certification.

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- 5.3. Shall see to it that the supporting R.I.V. and Invoice for supplies and materials attached to the disbursement voucher have been signed by the Project Engineer as evidence that the delivered materials have been accepted by him.
- 5.4. Shall see to it that if payments certified by him are subject to pre-audit, the voucher shall be forwarded to the Auditor.

VI. TEAM CASHIER

- 6.1. Shall make payments only upon a duly approved voucher.
- 6.2. See to it that attached documents are properly accomplished and signed by the duly authorized personnel.
- 6.3. Shall not allow or agree to splitting of payments.
- 6.4. Shall be responsible for the safe custody of paid vouchers.

This Circular takes effect immediately.

Strict adherence to all the foregoing by all those concerned is hereby enjoined.

November, 16, 1981, Diliman, Quezon City.


CONRADO D. ESTRELLA
Minister