

DENR MEMORANDUM ORDER
No. 10

SUBJECT: Guidelines for the Utilization of the Rainfed Resources Development Projects (RRDP) Commodities/Equipment

1.0 Purpose

This Memorandum is being issued to prescribe guidelines for the utilization of Rainfed Resources Development Project's (RRDP) commodities/equipment.

2.0 Objective

The objective of this Memorandum is to provide guidelines for maximum utilization, proper care and maintenance of RRDP's commodities/equipment.

3.0 Guidelines

3.1 All RRDP's commodities/equipment shall pass thru the Department's Property and Supply, General Services Division for proper booking and recording before same shall be issued thru Memorandum Receipts (MRs) to the Regional Executive Director (RED).

3.2 After the acceptance of the RED, he shall, likewise, issue MRs to the end-users duly approved by the Assistant Secretary for Foreign-Assisted and Special Projects (FASPs).

3.3 For commodities/equipment issued to the Regional Office said commodities/equipment shall be for the use of all RRD Projects in the region whether implemented by Administration or Contract, the following specific guidelines shall apply:

3.3.1 Exclusive use of commodities/equipment by one specific project is strictly not allowed. All commodities/equipment which shall be for "common use" of RRD Projects shall be issued to the RED.

3.3.2 Foreign and special projects, can make use of the commodities/equipment giving priority to RRDP activities.

3.3.3 Requests for the use shall be at least a week before the schedule.

3.3.4 For the vehicles, gasoline and oil shall be borne by the user/borrowing party.

3.3.5 The repair cost, in case when the commodities/equipment bogged down while on official use by the project borrower/user, shall be charged proportionately against the project borrower (by administration and contracted).

The allocation shall be based on the distance travelled or the length of time used.

3.4 RRD Projects are required to submit to the Regional Management Unit (RMU), the schedule of the need of commodities/equipment and its purposes. In cases where there will be overlapping on the schedule, purpose shall be the determining factor.

3.5 The Regional Office thru the RMU shall submit copy of the MRs to the FASPO-RRDP at least two weeks after the receipt of the said commodities/equipment.

3.6 The RMU shall be responsible for the management of said commodities/equipment. All commodities/equipment must be stationed at the RMU when not in use.

3.7 The RED upon recommendation of the RMU shall have the authority to withdraw commodities/equipment not properly/wisely used and maintained, and report the same to the Central Project Structure (CPS) for proper disposition.

4.0 *Reporting Scheme*

4.1 The Regional Office thru the RMU, shall submit monthly status report on the use of the commodities/equipment (i.e. user, schedule of trip and gasoline consumption, etc.) to the FASPO-RRDP.

4.2 The Administrative and Planning and Management Divisions of the Regional Office concerned shall conduct semi-annual inventory/status report, copy furnished the RMU for submission to FASPO-RRDP.

5.0 *Effectivity*

This Memorandum shall take effect immediately.

ROLANDO L. METIN
Assistant Secretary for
Management Services
Signed on September 26, 1989

LIRIO T. ABUYUAN
Assistant Secretary for Foreign
Assisted & Special Projects