

**DENR Memorandum Circular**

**No. 96 - 03**

**February 14, 1996**

**SUBJECT : Guidelines for the Turn-over and Sharing of Equipment Support to the Local Government Units (LGUs) and Communities for RRMP Regions IX, X and XIII.**

Consistent with Memorandum Circular No. 12 dated May 10, 1995 on the turn-over design of RRMP in Regions IX and X under the ENR-SECAL Program to communities and LGUs, the following guidelines are hereby issued to direct the proper deployment and turn-over of vehicles, construction equipment and office equipment to Local Government Units (LGUs), barangays, and communities:

**BOOKING AND ACCOUNTING OF VEHICLES AND EQUIPMENT**

- a) Based on the approved deployment schedule, vehicles, construction and office equipment intended for the LGUs purchased through International and Local Competitive Bidding (ICB/LCB) where the procurement was done by RMO shall be turned-over to the LGUs concerned by the RED through the PENROs.
- b) Transfer of equipment to the LGU from the PENRO shall be through a Memorandum of Agreement (MOA). The MOA shall provide that assets shall be taken up by the LGU as **trust account (asset in trust)** until completion of the project. All vehicles and equipment shall be properly booked and accounted for with a designated property number assigned for each item.

- c) Deployment of vehicles and equipment to LGU shall be covered by sub-Memorandum Receipts (sub-MR) which should be issued to the authorized accountable and responsible LGU official, a copy of which should be furnished to the RPMO and PENRO.
  
- d) All vehicles and equipment assigned to the LGUs shall remain the property of DENR during program implementation. Ownership, however, shall be effected upon program completion through a deed of donation to be executed by DENR.

#### **DEPLOYMENT OF SERVICE VEHICLES AND EQUIPMENT**

- a) For Region IX, pick-up vehicles and motorcycles intended for the LGUs as per approved deployment schedule (Annex B) shall be deployed to the concerned cities and municipalities involved in the implementation of the project. The construction equipment (e.g. dumptrucks, rollers, material and testing) shall be provided to the provincial governments.

Other motorcycle units shall be assigned to NGO/WMU by the CENRO through a MOA in connection with the activities of the project. A Memorandum Receipt (MR) shall be issued to the CENRO and a sub-Memorandum Receipt subsequently issued to the concerned NGO representative/official.

- b) For Regions X and XIII, distribution of pick-up vehicles, motorcycles and construction equipment (dumptrucks) to the municipal and provincial offices shall be made through a sharing

scheme due to limited number of units available based on the attached deployment schedule (Annexes A & A1).

Other motorcycle units shall be deployed to site officers and BDU foresters who are contractual personnel hired by the project. These units shall be issued memorandum receipts to site officers who are permanent employees of DENR.

- c) Vehicles and office equipment deployed to NGOs shall be returned to DENR upon contract termination and the corresponding MOA shall be automatically revoked.

### **SHARING OF EQUIPMENT**

- a) Joint use of service vehicles and construction equipment for Regions IX, X and XIII by the LGUs shall be guided by the following conditions:
  - i) a work schedule (rotation basis, i.e. daily, weekly) shall be prepared by municipal and provincial offices concerned and shall be the basis to determine the urgency of work needing equipment assistance;
  - ii) the required number of hours where such equipment shall be used must be indicated to provide proper timing for other activities on schedule;
  - iii) the most strategic garage/depot/site where accessibility of said equipment is guaranteed to all concerned units must be determined.
- b) The Regional Project Management Office of ENR-SECAL shall coordinate the implementation of the sharing scheme agreed upon.

## **MAINTENANCE, REPAIR AND OTHER OPERATIONAL EXPENSES OF VEHICLES AND EQUIPMENT**

- a) Receiving units (including NGOs) of vehicles, construction and office equipment shall provide funds for repair, operation and maintenance expenses such as gasoline and oil;
- b) LGUs and NGOs/WMUs concerned shall be responsible for the registration and payment of the corresponding comprehensive insurance of the vehicles.
- c) Operation, repair and maintenance expenses of existing LGU construction equipment (e.g. dumptrucks, etc.) assigned for ENR-SECAL project use may be charged against LGU project funds, provided that this arrangement is likewise stipulated in the DENR-LGU MOA.

The ENR-SECAL/RRMP shall devise a system that will provide a regular monitoring of equipment/vehicles especially those deployed under Memorandum Receipts or Sub-Memorandum Receipts to non-permanent government officials/employees and non-government organization (NGO) representatives.

This Circular takes effect immediately.

**VICTOR O. RAMOS**  
Secretary