



297. 13 DPWH
01-24-2005

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

JAN 24 2005

DEPARTMENT ORDER)
NO. 21)
Series of 2005 01-24-05)

**SUBJECT: REITERATE POLICIES AND
PROCEDURES IN THE PROCUREMENT
OF CONSTRUCTION SUPPLIES AND
MATERIALS AND RELATED
REQUIREMENTS**

- 1.0 This is to reiterate existing policies and procedures in the procurement of supplies and materials for construction and maintenance in various field offices of the Department.
- 2.0 The stock on hand of construction supplies and materials shall at no time exceed the normal three (3) month requirements, except for items which are considered critical in anticipation for an emergency arising from calamities or where immediate action is necessary to prevent imminent loss of life and/or property, unless otherwise approved by the President.
- 3.0 Each requisition for any single commodity in excess of P1,000.00 in value shall be supported by a stock position sheet (Annex A) of the item being purchased.
- 4.0 As a matter of control, stock cards (Annex B) per item shall be maintained by the Supply and Property Division/Unit for each item of supplies to record all receipts and issuances and shall be posted promptly.
- 5.0 For articles that require test, sample shall be sent to the DPWH Bureau of Research and Standards, Regional Materials and Quality Control Division, District Material Testing Section, any appropriate government testing center or to any duly accredited government material testing laboratories, whichever is appropriate for the required test, analysis, and certification for compliance with specifications. No payment shall be processed and made without Test Report or Certification for Compliance attached thereon.
- 6.0 Inventory of goods and/or supplies and materials shall be undertaken at least every six months, as of June 30 and December 31 of each year. An Inventory Report (Annex C) shall be submitted to the head of office for information and appropriate action.
- 7.0 Any violation of these policies and procedures shall subject erring officials or employees to appropriate sanction in accordance with Civil Service Commission rules and regulations and other pertinent laws and regulations.
- 8.0 This Order shall take effect immediately and supersede all previous Department Orders and other issuances or provision thereof that are inconsistent herewith.

FLORANTE SORIQUEZ
Secretary

(Agency)

STOCK POSITION SHEET

Article: _____ Standard Stock Level:
_____ Unit: _____

Quantity

1. Balance on Hand _____
2. Items in Transit _____
3. This Requisition No. _____
4. Total expected stock
(sum of lines 1 to 3) _____
5. Monthly average consumption _____
6. Estimated No. of months to consume
(1line 4/line 5)

I CERTIFY to the fairness and reasonableness of the
above data.

Date

(Property Officer)

NOTE: Attach written justification for requisitions in excess of
normal requirements.

STOCK CARD

Agency

[illegible]

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

[illegible]