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Republic of the Philippines  
Department of Public Highways  
OFFICE OF THE SECRETARY  
M a n i l a

July 9, 1975

Department Order )  
No. 49 )  
Series of 1975 )  
X-X-X-X-X-X-X-X-X)

TO : The Director, Bureau of Equipment  
Chief, Financial and Management Service  
All Highway Regional Directors and  
Regional Equipment Engineers  
This Department

This has reference to the "Reimbursable Fund" established for the purpose of acquiring spare parts, supplies and materials for construction and maintenance equipment to insure their immediate repair and continuous operation. While the requisitions submitted are processed on a first come first serve basis, no definite guidelines have as yet been set forth to be followed in providing funds according to priority to cover the amount of the requisitions made.

The reimbursable fund may be considered an alternative source after the regular fund for supplies and materials (07) of the Bureau of Equipment has been exhausted.

Hereunder are guidelines in their order of priority to be followed in funding requisitions submitted with the view of a more effective distribution and fuller utilization of the P5,000,000.00 "Reimbursable Fund".

1. Replacement parts, supplies and materials listed under the Preventive Maintenance Program as defined in Department Order Nos. 27, 27-A and 27-B and other materials needed for maintenance (amount allocated - P2,000,000.00);
2. Replacement parts, supplies and materials covered by Requisition and Issue Vouchers intended for immediate repair and/or complete rehabilitation of equipment as submitted (amount allocated - P1,500,000.00); and

- more -

*[Signature]*



3. Replacement parts, supplies and materials of equipment included in the Component Exchange/Repair Program where a definite trend of a fast stock movement has been established by the Spare Parts Division (amount allocated - ₱1,500,000.00).

Henceforth, effective fiscal year 1975-76, all Regional Equipment Engineers will submit, thru the Regional Director, to the Director of Equipment, for approval at the beginning of the quarter, a comprehensive program of work to cover the three categories of repair activities that will be undertaken in the regional equipment services chargeable against their regular equipment operating fund allotment. Once approved, copies will be furnished the Project Execution Service, this Department, for reference or guide in the processing of requisitions.

Any overflow of spare parts requirement in the programmed activities that cannot be supported by the regular equipment fund allocation shall be considered for procurement based on the above guidelines. The requisitions submitted to cover the overflow of spare parts for the various repair activities will be certified by their respective Accountants that the regular operating fund is already exhausted and acquisition thereof shall be chargeable to the reimburseable fund.

As usual, the instructions set forth in Department Order No. 27 should be strictly observed in the preparation of the requisitions. All requisition and Issue Vouchers submitted not in conformity herewith will be returned without action.

Please be guided accordingly.

  
BALTAZAR AQUINO  
Secretary