



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

097.13 DWH
1-10-91

07 January 1991

DEPARTMENT ORDER) SUBJECT: **ANNUAL PROCUREMENT
PROGRAMS FOR CY 1991
OTHER RELATED MATTERS**
NO. **2** *72*
Series of 1991 *1/10*

In accordance with the provisions of Administrative Order No. 177, series of 1990, directing among others, the adoption of economy measures in government operations, and in view of the budgetary cuts for CY 1991, all procurement for office supplies, materials and equipment for CY 1991 shall be reduced by 25% based on previous years' actual purchases/consumption.

In this connection, the following guidelines are hereby prescribed:

1. To save on administrative costs in the processing and approval of voluminous Annual Procurement Programs as prescribed under existing accounting and auditing rules and regulations and as defined under Department Order No. 33, series of 1988, the CY 1990 Annual Procurement Programs of the different offices of the Department are hereby adopted as bases for procurement for CY 1991 with the imposed 25% reduction.
2. Supplementary and Annual Procurement Programs approved for CY 1990 are excluded as bases for requisitions for CY 1991. If certain items which are urgently necessary are not included in the CY 1990 APP, Supplementary or Amendatory Procurement Programs for CY 1991 may be submitted with justifications for approval by proper authorities.
3. The Supply and Property Management Officers/Units in the Central, Regional, District and City Engineering Offices shall process requisitions for CY 1991 based on the said reduced CY 1990 Procurement Programs. Likewise, the Accounting Offices of this Department shall impose the said 25% reduction in the funding of Purchase Orders.
4. The provisions of COA Circular No. 85-55A, dated September 8, 1985 (entitled: Amended Rules and Regulations on the Prevention of Irregular, Unnecessary, Excessive or Extravagant Expenditures or Uses of Funds Property), are hereby reiterated for strict implementation.
5. Likewise, the provisions of Department Order No. 239, series of 1990, in the custody and issuance of supplies and materials are hereby reiterated for strict compliance.

This Order takes effect immediately.

Jose P. de Jesus
JOSE P. DE JESUS
Secretary