



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

14 January 1985

MINISTRY ORDER }
NO. 7 }
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SUBJECT: Revitalization/Enhancement of the Role
of the Regional Equipment Allocation
Staff (REAS).

In order to accelerate the prosecution of infrastructure projects of this Ministry, it is imperative that proper selection and systematic positioning of equipment be strictly observed. The goals/objectives can be better realized by strengthening the functions of the Regional Equipment Allocation Staff, which was formed in compliance to the memorandum dated August 27, 1974, of the then Secretary of the Department of Public Highways. The composition and duties of this Regional Equipment Allocation Staff (REAS) are as follows:

A. Composition of the REAS:

1. Assistant Regional Director - Chairman
2. Regional Engineering Coordinator - Vice Chairman
3. Chief, Maintenance Division - Member
4. Chief, Construction Division - Member
5. Regional Equipment Engineer or his authorized Representative - Member-Secretary

B. Duties of the REAS:

1. Maintain an updated list of all equipment in the Region indicating their correct status and location.
2. Based on the approved Regional/District/City/Project Programs of Work, review the list of equipment requested for these Projects.
3. Coordinate with the District/City/Project Engineers in the determination of priorities on equipment utilization, scheduling and positioning.
4. Require all Programming Engineers of the District/City/Project Offices to submit a quarterly tabulation/Summary of all equipment demands/needs of a particular project.
5. Review and recommend Equipment Rental Request Orders (ERRO) prior to the approval of the Regional Director or his duly authorized representative, for conformity with the established priorities.

The office of the Regional Equipment Allocation Staff (REAS) shall be located at the Regional Directors' Office. It shall have a secretariat composed of: one (1) Mechanical Engineer and one (1) Clerk both to be taken from the Regional Directors' Office. The staff will maintain an up to date Equipment Status Board for all equipment in the Region, Equipment Index Cards, and complete files of approved programs of work and rental acknowledgement orders submitted by the District/City/Project Engineers.

All ministry orders, circulars, memoranda and instructions inconsistent herewith are modified accordingly to conform with the provisions of this order.

This Ministry Order shall take effect immediately.

JESUS S. VAPOLITO
Minister

for file - 3/13/85