



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

April 21, 1983

MINISTRY ORDER)

NO. **28**)
Series of 1983)

SUBJECT: Guidelines for Issuance of Excess
Construction Materials

TO : All Regional Directors
District/City Engineers
Project Engineers and
All Concerned
This Ministry

For reason of economy and due to fiscal restraint, the following guidelines are hereby prescribed for the issuance of excess construction materials for use in the construction of Public Works and Highways projects to wit:

1. Requisition and Issue Voucher (Gen. Form No. 45 (A))

The required requisition in the prescribed form duly signed by the requisitioner/end-user and the head of office concerned shall be submitted to the Office of the Assistant Minister for Finance and Management for approval by the Minister, for projects within Metro-Manila; and to the Regional Director, for projects in the regional level;

2. Authority to Issue:

Upon presentation of the approved Requisition and Issue Voucher by the end-user, the Property Custodian /Supply Officer, who has custody of the excess construction materials, shall prepare the authority to issue indicating therein the items requested for approval by the concerned head office;

3. Gate Pass:

A gate pass for presentation to the security guard on duty, shall be prepared by the Property Custodian/Supply Officer, and approved by chief of office concerned, indicating the authorized hauler who will withdraw the construction materials and the place of destination of said items;

4. Bill of Lading (Gen. Form No. 9 (A))

The bill of lading shall be also be prepared by Property Custodian/Supply Officer, approved by the chief concerned indicating the authorized hauler, the construction materials for transport, the project site of destination and the project engineer, or end-user to receive the aforementioned materials;

5. Excess construction materials issued in the regional level shall be reported monthly to the Assistant Minister Finance and Management for monitoring purposes.

Strict compliance of this order is hereby enjoined.


JESUS S. HIPOLITO
Minister