

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MO # 44, s. 1972

MEMORANDUM CIRCULAR

TO : ALL REGIONAL, PROVINCIAL AND/OR PROJECT  
IRRIGATION ENGINEERS; IRRIGATION SUPERIN-  
TENDENTS; OFFICERS-IN-CHARGE OF SYSTEMS;  
HEADS OF SPECIAL PROJECTS; CHIEF CORPORATE  
ACCOUNTANT AND CORPORATE AUDITOR; CASHIERS,  
DISBURSING OFFICERS; FIELD ACCOUNTING PER-  
SONNEL; REGIONAL AUDITORS AND FIELD EXAMINERS  
National Irrigation Administration

SUBJECT : Prohibiting Indiscriminate Field Emergency  
Purchases; Board Resolution No. 573-a-67,  
and Guidelines in Submitting Reports of  
Disbursements Reflecting Emergency Purchases

The attention of this Office has been called to field emer-  
gency purchases which had already been consummated without first  
securing the canvass of prices of at least three bonafide dealers.

It is informed that emergency purchases up to a certain amount  
within a month are authorized by this Office and the Bureau of Sup-  
ply Coordination to enable offices to meet exceptionally urgent or  
absolutely indispensable services for normal operations. This  
authority should not be executed indiscriminately.

Per Board Resolution No. 573-a-67, Regional Irrigation Engi-  
neers are allowed to make emergency purchases in amounts not to  
exceed P2,000.00 per purchase but not to exceed P5,000.00 in one  
month. While emergency purchases of Irrigation Superintendents and  
Project Engineers should not exceed P500.00 at one time but not to  
exceed P2,000.00 per month. Regional Irrigation Engineers, Irriga-  
tion Superintendents and/or Project Engineers are required to sub-  
mit to the Board thru the Administrator the corresponding report on  
emergency purchase made within 48 hours after purchase has been  
made.

Care should be taken by Cashiers and Disbursing Officers in  
submitting reports of disbursements which include emergency purcha-  
ses. Under the column of "To Whom Paid" in the report, the phrase  
"Emergency Purchase" should be enclosed in parenthesis immediately  
after the name of the office and/or dealer where purchase was made.

Field accounting personnel should not obligate request for  
emergency purchases in excess of the authorized allocation for the  
month. He should call the attention of the head of office concer-  
ned if the limit will be exceeded.

✓ Please be guided accordingly.

(Sgd) ALFREDO L. JUINIO  
Administrator

July 11, 1972