

Republika ng Pilipinas  
PAMBANSANG PAGGASINAN NG PATUBIG  
(National Irrigation Administration),  
Gusaling NIA, Quezon Memorial Circle  
Diliman, Lungsod ng Quezon

MC # 18 S. 1973

MEMORANDUM CIRCULAR

TO : TIL, ASSISTANT ADMINISTRATOR; HEADS OF DEPARTMENT;  
AND STAFFS; REGIONAL AND PROVINCIAL IRRIGATION  
ENGINEERS; IRRIGATION PROJECT SUPERVISORS;  
IRRIGATION SUPERINTENDENTS AND OTHER CONCERNED  
National Irrigation Administration

SUBJECT : Delegating the Authority to Approve Request for  
Fuel (Diesel Oil), Oil and Grease by Pump Reci-  
pients, to Regional Irrigation Engineers.

In view of our policy to give a wider latitude of authority to Regional Irrigation Engineers in the discharge of their functions in the development of the pump program, effective immediately, processing and approval of requests for the purchase of diesel fuel, oil and grease by pump-recipients shall be the responsibility of Regional Irrigation Engineers.

This privilege is being granted as a matter of assistance to pump-recipients to purchase these supplies at government prices in order to operate their projects at a reduced cost. However, in order to forestall possible abuse thereof, the following guidelines should be observed and complied with:

1. That the requisition by each pump-recipient shall only be limited to 200 liters of diesel fuel per horse power of the engine for one (1) cropping season;
2. That the requisitioner shall be a bonafide pump-recipient of this Office and shall be up-to-date in the payment of amortizations due to NIA, and;
3. In the case of requests filed in Provincial Offices, the requisition shall be supported by a certification of the Provincial Irrigation Engineer that the fuel and oil being requisitioned is the estimated requirement of the project for one (1) cropping season.  
(APPENDIX - A & B)

For the proper implementation of this memorandum, it is directed that the Regional Irrigation Engineers make the necessary arrangements with the nearest Oil (Arabay, Filoil and Caltex) companies who are awarded the contract for supplying these products.

All previous memorandum circular and other issuances inconsistent herewith are hereby revoked and superseded.

Compliance herewith is enjoined.

  
ALFREDO L. JULIANO  
Administrator

March 14, 1973

Republika ng Pilipinas  
BANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Gusaling APC, Quezon Memorial Circle)  
Diliman, Lungsod ng Quezon

APPENDIX - A

March 1, 1973

The Administrator  
National Irrigation Administration  
APC Building, Diliman,  
Quezon City

ATTENTION: The Regional Irrigation Engineer  
Regional Office No. 1, Urdaneta,  
Pangasinan.

S i r :

I have the honor to take advantage of the privilege granted in accordance with your policy to purchase (4,000) FOUR THOUSAND liters of FUEL (Diesel Oil) at government price for the operation of my irrigation pump Project No. 1-7-5-35-SW, with 20 Horse Power engine, located at SAN ROQUE, SAN JACINTO, PANGASINAN.

I intend to irrigate (10) TEN hectares of said project this PALAGAD season.

I am up-to-date in the payment of my amortization due and my last payment of which was made on MARCH 2, 1973 under Official Receipt No. 694285 in the amount of P500.00.

Very truly yours

JUAN DELA CRUZ  
(Pump-Recipient)

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C E R T I F I C A T I O N

I hereby certify that the above statement of Mr./Mrs. JUAN DELA CRUZ is true and correct and that the estimated requirement of his/her project per inspection report is (4,000) FOUR THOUSAND liters for one (1) cropping season.

Certified Correct:

(Provincial Irrigation Engineer/  
Officer In-Charge

A P P R O V E D ;  
For the Administrator:

JOSE G. ARCE -  
Regional Irrigation Engineer

IMPORTANT: Please see instructions at the back.

(FILLED-UP SAMPLE FORM)

Republic of the Philippines  
Department of General Services  
BUREAU OF SUPPLY COORDINATION

APPENDIX - B

-oOo-

REQUISITION FOR EQUIPMENT OR SUPPLIES

-oOo-

DOPS-VII-7-72

Direct Order and Payment System

C.P. No. \_\_\_\_\_, Appendix No. \_\_\_\_\_

NATIONAL IRRIGATION ADMINISTRATION

REGIONAL OFFICE NO. 1, URDANETA, PANGASINAN

(Bureau or Office, City, Province, Municipality)

MARCH 2

19

(Date)

CALTEX (PHILIPPINES)

(Merchant-Contractor)

Please furnish or cause to be furnished within IMMEDIATELY after  
(State Period)

receipt hereof the following supplies for the account and official use of

PROJECT NO. 1-7-5-35-SW, SAN ROQUE, SAN JACINTO, PANGASINAN

(Bureau, City, Province, Municipality)

QUANTITY	UNIT	ARTICLES	Actual or Estimated Cost Per Unit
(4,000) FOUR THOUSAND	LITERS	FUEL, (DIESEL OIL)	
X-X-X-X-X-X-X	X-X-X	X-X-X-X-X	
X-X-X-X-X	X-X	X-X-X	
	X		
NOTE: STRICTLY <u>CASH AND CARRY</u>			

(delivery )  
for (shipment ) to Mr. JUAN DE LA CRUZ  
(registered mail)  
via SAN ROQUE, SAN JACINTO, PANGASINAN

Box or package marked:

I hereby certify that there is an appropriation for the acquisition of the above articles, and that, pursuant to Section 2047 of the Revised Administrative Code, an amount of \_\_\_\_\_ has been set aside to cover the estimated cost thereof, excluding freight charges and other expenses incidental to the delivery or shipment thereof to point of consignment or destination indicated herein, which amount should not be exceeded.

Approved: (Section 2048, Administrative Code)

JOSE C. ARCE

Regional Irrigation Engineer

(Title)

(Title)

I hereby certify that the amount of ₱ \_\_\_\_\_  
is available for the purchase of the \_\_\_\_\_ covered by this  
(Equipment or Supply)  
requisition.

(Title)

(Accounting Officer)

(FILLED-UP SAMPLE FORM)

(2)

## INSTRUCTIONS -

- 0 -

1. PURPOSE - This is a new Form. This Form and no other shall be used in obtaining Supplies covered by DIRECT ORDER AND PAYMENT SYSTEM contracts, and in accordance with their terms and conditions.

2. HOW ACCOMPLISHED - This Form shall be accomplished in quintuplicate, to be distributed as follows -

- The original and duplicate to the contractor;
- One copy to the Bureau of Supply and Coordination;
- One copy to the approving officer (Department Head); and
- One copy to be retained by the requisitioner.

For obvious reasons, in describing the supplies desired, the specifications in the contract should be strictly followed.

3. SHIPPING INSTRUCTIONS - Definite shipping instructions should be given when the point of destination can be reached by more than one route or when more than one means of transportation can be availed of, to avoid possible controversies as to freight charges. In cases where the supplies can be shipped either assembled or knocked down, the instructions should also cover the manner in which they are desired to be shipped.

### NOTES:

DOPS VII-7-72 Code should be indicated in this Form when requisitioning FUEL OIL;

DOPS XIV-2-72 Code should be indicated in this Form when requisitioning LUBRICATING OIL;