

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

MC # 044 S. 1988

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATOR,  
HEAD OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION  
MANAGERS, PROJECT MANAGERS, OPERATION MANAGERS,  
PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPER-  
INTENDENTS AND ALL OTHERS CONCERNED.  
National Irrigation Administration

SUBJECT : Quarterly Procurement Program

Guided by the broad policy established by higher authorities and in accordance with the programs and projects of his office, the Heads of all NIA Field Offices are required to have a quarterly procurement program for supplies, materials and equipment.

- Definition : A quarterly procurement program is an itemized list showing quantity, description and estimated cost of supplies and materials required for three months planned for procurement out of allotted funds.
- Coverage : All items whose use are regular in occurrence and those though not regular but the need for it is known beforehand shall be ~~included~~ in the quarterly procurement program.
- Objective : A planned procurement program meets three basic objectives, namely: WHAT, WHEN and HOW MUCH to buy. It minimizes haphazard and emergency purchasing and allows bulk buying which result in lower prices and timely delivery of supplies and materials.
- Format : Attached is the prescribed format with sample entries to be used by all NIA offices for uniformity.
- Effectivity : This Circular takes effect beginning the first quarter of 1989.

(SGD.) FEDERICO N. ALDAY, JR.  
Administrator

signed Nov. 7, 1988

Quarterly Procurement Program  
First Quarter of 1989

Item No.	Description	Quantity	Estimated Unit Cost	Total Cost
1	Bond Paper Short, Sub- stance 16	50 reams	P 52.00	P 2,600.00
2	Bond Paper Long, Sub- stance 16	50 reams	60.00	3,000.00
3	Ball Pen, Black	100 pcs.	2.23	223.00
4	Ball Pen, Blue	100 pcs.	2.23	223.00
5	Yellow Ruled Pad Paper	60 reams	7.00	420.00
6	Paper Clip	25 boxes	1.45	36.25
7	Mongol Pencil No. 2	100 pcs.	1.85	185.00
8	Carbon paper	15 boxes	30.00	450.00
9	Snopake	20 bottles	11.75	235.00
10	Columnar Pad, 8 col.	35 pads	8.00	280.00
11	Typewriter Ribbon, ord.	18 pcs.	7.70	138.60
12	Staple Wire # 1	40 boxes	12.00	480.00
13	Manual Typewriter, 17" Carriage	1 unit	15,350.00	15,350.00
			TOTAL	P23,620.85

Prepared by:

Approved:

- Note:
1. Provide enough lead time in the procurement process to assure timely delivery of goods.
  2. Effect changes in items and quantities in subsequent quarters as the need arises.