



PHILIPPINES 2000



MEMORANDUM CIRCULAR

No. 19

Series of 2006

Subject: *Standardization of Equipment in the Offices of Executive and Management Committee Members*

1. Introduction

Given the responsibility and accountability of the Department of Social Welfare and Development's (DSWD) Executive Committee (EXECOM) and Management Committee (MANCOM) members, it is but imperative to equip their offices well for its smooth operation and appropriate representation to the public.

Due to the limited financial resources of the Department, however, the equipment to be provided to the members of EXECOM and MANCOM has to be rationalized. The rationalization hopes to identify the equipment required by said offices for them to function efficiently and effectively in a more economical manner.

2. Legal Bases

2.1 Section 2 of Presidential Decree 1445 states that "all resources of the government shall be managed, expended or utilized in accordance with law or regulation, and safeguard against loss or wastage through illegal or improper disposition, with view of ensuring economy, efficiency and effectiveness in the operation of the government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned". One such responsibility is the management of the properties and supplies of the agency which the chief or head of the agency undertakes through his or her staff.

2.2 Commission on Audit (COA) Circular No. 77-55 dated March 29, 1977 as amended by Circular No. 85-55-A dated September 8, 1985 which provides rules and regulations on the prevention of irregular, unnecessary, excessive or extravagant expenditures or uses of funds and property in the government.

3. Coverage

The Circular covers only the offices of EXECOM and MANCOM members at the DSWD Central Office. The offices of the Regional Director (RD) and Assistant Regional Director (ARD) in the DSWD Field Offices nationwide are not covered. Viewed in the context of fiscal and administrative autonomy, professionalism and commitment to public interest, RDs shall be given independence for the acquisition of equipment for his/her office and that of his/her Assistant Director.

4. Objectives

The following are the objectives of this Circular:

- 4.1 To standardize equipment in offices of executives and Heads of Bureaus and Services taking into consideration the magnitude, size and core functions of the office; and,
- 4.2 To effectively manage the limited financial resources intended for the purchase of equipment of the Department without adversely affecting productivity.

5. Definition of Terms

For purposes of this Circular, the following terms shall be interpreted and applied as defined:

5.1 *Property or Equipment* are tangible assets that are/have:

5.1.1 Held by an enterprise for use in the production or supply of goods or services, for rental to others, or for administrative purposes; and,

5.1.2 A useful life of one year or more.

5.2 *Unnecessary* expenditures are those, which could not pass the test of prudence, diligence, not based on need and denotes non-responsiveness to exigencies of the service.

5.3 *Excessive* expenditures are unreasonable expense or expenses incurred at an immoderate quantity and exorbitant price.

5.4 *Extravagant* expenditures are those incurred without restraint, judiciousness and economy.

5.5 *Commitment to Public Interest* is upholding public interest over personal interest. Government resources and powers are employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage of public funds.

6. General Policy

6.1 The following equipment were identified as the minimum requirement of the EXECOM and MANCOM offices to efficiently and effectively carry out their functions:

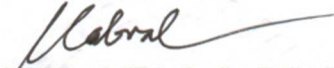
Kind of Equipment	OFFICES OF THE EXECOM			OFFICES OF MANCOM		
	Secretary	Undersecretary	Asst. Secretary	Bureau Director	Asst. Bureau Director	Service Director
Cellular Phone	6	2	2	1	1	1
Conference table with chairs	2	1	1	1	1	1
Sofa/ Lounge Chairs	2	1	1	Depends on the size of the room		
Executive Table	2	1	1	1	1	1
Executive Chair	2	1	1	1	1	1
Staff Table w/ chair	Based on the number of existing staff					
Computer Set w/ table	Based on the number of existing staff					
Laptop PC	3	1	1	1		1
Desk Printer (color) or Network Printer	2	1	1	1	1	1
Fax Machine	1	1	1	1		1
Copier Machine	1	1	1	1		1
Combo Machine				1	1	1
Refrigerator	2	1	1	1		1
Microwave Oven or Oven Toaster	1	1	1	1		1
Airpot	1	1	1			1
Electric Fan	1	1	1	1	1	1
Telephone Units (Local)	4	2	2	2	1	1
Telephone Units (Direct)	3	2	2	2	1	2
Portable audio recorder (mini)	1	1	1	1	1	1

- 6.2 The technical specifications shall be based on the standard model available in the market and appropriate for office use. The technical specification of information and communication equipment shall be provided by Management Information and Support Services (MISS).
- 6.3 Request for purchase of equipment not covered by this Circular shall be subject to the submission of justification and approval of the Undersecretary of GASSG.
- 6.4 The source of funds for the purchase of equipment shall be charged against the Capital Outlay Funds of the requesting office. The requesting office shall ensure that said equipment is included in their Work and Financial Plan and Project Procurement Management Plan (PPMP).
- 6.5 The EXECOM and/or MANCOM may acquire other equipment, on top of the minimum requirement, provided that said equipment are sourced out from the following:
- 6.5.1 Donation;
 - 6.5.2 Special project;
 - 6.5.3 Chargeable against Extraordinary and Miscellaneous Expenses (EME); or,
 - 6.5.4 Any other funds, other than the Capital Outlay Funds of the Department, which may be tapped in acquiring equipment.

7. Effectivity

This Circular shall take effect immediately and amends and/or revokes all other issuances, guidelines, or their specific provision/s inconsistent herewith.

Issued this 22nd day of December 2006__ at DSWD-Central Office, Batasan Complex, Quezon City, Philippines.


ESPERANZA I. CABRAL
Secretary