

MALACAÑANG

Manila

MEMORANDUM CIRCULAR NO. 22

PROVIDING FOR THE CREATION OF A NATIONAL INTER-AGENCY COMMITTEE TO EFFECT A RATIONAL DEPLOYMENT OF EXISTING GOVERNMENT EQUIPMENT AND PROVIDING FOR THE MECHANISM TO ACHIEVE THIS PURPOSE.

WHEREAS, there is an imperative need to rationalize the deployment and utilization of equipment of the government by foregoing purchase of items which are otherwise, available in other government agencies as excess items;

WHEREAS, this objective could only be realized by having an inventory of existing equipment resources and determining their effective utilization and actual physical condition;

WHEREAS, the General Services Administration is in charge of keeping an inventory of government equipment and seeing to their optimum utilization, the Office of Budget and Management determines efficient and effective allocation of government resources including equipment, while the Commission on Audit ensures fidelity in the custody of government assets.

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, by virtue of the powers vested in me by the popular mandate of the PEOPLE and the law of the land do hereby order the following:

SECTION 1. There is hereby created a National Inter-Agency Committee which shall be composed of the Minister of the General Services Administration as Chairman, Minister of Budget and Management and the Chairman of the Commission on Audit as Members.

SECTION 2. The Inter-Agency Committee shall develop utilization policies and guidelines in order to determine conditions and situations where specific items of government are needed.

SECTION 3. The Committee shall require all ministries, agencies, and government-owned or controlled corporations to submit Inventories of Equipment, in a format to be prescribed for the purpose.

SECTION 4. The Committee shall, on the basis of established guidelines, determine whether there is an excess or inadequacy of a particular equipment in an agency. The General Services Administration shall take actual physical custody of the excess equipment.

SECTION 5. All requests for purchase of equipment shall continue to be reviewed by the Office of Budget and Management. Requests for acquisition of equipment through transfer from other agencies shall be submitted to the Inter-Agency Committee, through the GSA.

SECTION 6. The National Inter-Agency Committee shall, in the exercise of its function, create a Working Group composed of representatives from the GSA thru its Supply Coordination Office, COA, and OBM. It may likewise constitute sub-committees as may be deemed necessary in this undertaking.

SECTION 7. The Inter-Agency Committee shall complete the inventory-taking and rationalization of the deployment, of existing equipment in agencies within a period of one (1) year subject to extension as exigencies require.

SECTION 8. The amount of P400,000.00 shall be set aside by the Office of Budget and Management for the accomplishment of this task.

SECTION 9. This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 29th day of October, in the year of Our Lord, nineteen hundred and eighty-six.

(SGD.) CORAZON C. AQUINO  
President of the Philippines

By the President:

(SGD.) JOKER P. ARROYO  
Executive Secretary