

**Republic of the Philippines  
DEPARTMENT OF ENERGY**

**DEPARTMENT ORDER No. DO2005-03-004**

**AMENDING THE GUIDELINES FOR AVAILING OF ASSISTANCE  
IN-KIND BY SERVICE CONTRACTORS**

WHEREAS, in view of the thrust of austerity of the National Government, it is imperative that the Department is able to maximize the usage of available funds;

WHEREAS, the renewed interest in the exploration of oil and gas has likewise increased the availability of assistance in-kind from service contractors in favor of the Department;

NOW, THEREFORE, premises considered, the "Guidelines for Availing of Assistance In-Kind by Service Contractors" hereto attached as Annex "A", are hereby amended to read as follows:

- “3. A list of such needs shall be submitted and updated monthly to the Director for Financial Management Services (FMS) who shall consolidate and prioritize the list in coordination with the Energy Resource Development Bureau Director **(ERDB), which shall be finalized and approved by the Secretary of Energy upon the recommendation of the Undersecretary in charge of ERDB.**”

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- “5. The FMS Director shall keep the relevant data, information, records and documents necessary for auditing and accounting purposes, **and shall furnish the Secretary of Energy with a quarterly utilization report.**”

This Order shall take effect immediately.

Fort Bonifacio, Taguig City, Metro Manila  
11 March 2005

(Sgd.) **VICENTE S. PÉREZ, JR.**  
Secretary

**GUIDELINES FOR AVAILING OF ASSISTANCE IN-KIND  
BY SERVICE CONTRACTORS**

Service Contractors for energy resource exploration and development projects offer voluntary assistance in-kind for the effective discharge of the powers and functions of the Department of Energy. To enable an equitable use of such assistance by all bureaus, services, offices and instrumentalities of the Department, pursuant to Section 11 of R.A. 8174, 1996 General Appropriations Act, the following guidelines are hereby issued:

1. This assistance shall be available only for equipment and materials that are urgently needed for technical and management functions for the effective discharge of the powers and functions of the Department.
2. The Bureau/Service Directors and Heads of Office shall canvass the needs of their respective organizations that may be within the purview of said assistance through consultations with their subordinate units.
3. A list of such needs, shall be submitted and updated monthly to the Director for Financial and Management Services (FMS) who shall consolidate and prioritize the list in consultation with the Energy Resource Development Bureau Director.
4. The Administrative Service Director shall be responsible for the acceptance, recording and distribution of the equipment and materials procured under this system.
5. The FMS Director shall keep the relevant data, information, records and documents necessary for auditing and accounting purposes.

For strict compliance.

Fort Bonifacio, Metro Manila, July 8, 1996.

(Sgd.) **FRANCISCO L. VIRAY**  
Secretary