



Republic of the Philippines
Autonomous Region in Muslim Mindanao
DEPARTMENT OF AGRICULTURE AND FISHERIES
ORG Compound, Cotabato City
Tel./Fax No. (064) 421-1234/421-1248



MEMORANDUM NO. 7266
Series of 2017

DATE : July 26, 2017

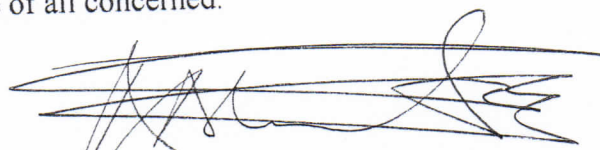
SUBJECT : **RULES ON THE DELIVERY AND RELEASE OF MATERIALS, PRODUCTS, MACHINERIES OR EQUIPMENTS AT THE DAF-ARMM LEASED WAREHOUSE (AL-NOR WAREHOUSE).**

DEPARTMENT OF AGRICULTURE AND FISHERIES
Date 7-26-17 4:10
By [Signature] Records Section

The following rules shall be observed in the delivery and release of materials, products, machineries or equipments at the DAF-ARMM leased warehouse (Al-Nor Warehouse):

1. The delivery or release of materials, products, machineries or equipments at the warehouse should be done on office hours during office days except on meritorious cases approved by the undersigned;
2. The Regional Secretary shall assign a caretaker who will man and oversee the warehouse;
3. Deliveries on the warehouse should be made in the presence of the concerned banner program coordinator and the same be duly received and recorded by the caretaker;
4. Before any release of those stored in the warehouse is made, a release order should be first presented to the caretaker and the latter, after validation, will record the releases;
5. The release order should be duly signed by the undersigned as approving authority and the Assistant Secretary as recommending authority; and
6. The keys of the warehouse shall be kept by the OSEC and, from time-to-time, be lent to the caretaker whenever deliveries or releases are made.

For the information and full compliance of all concerned.


ALEXANDER G. ALONTO, JR.
Regional Secretary