



Republic of the Philippines  
Department of Agriculture  
**Fertilizer and Pesticide Authority**

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December 05, 2022

**MEMORANDUM**

**TO :** ALL FPA OFFICERS AND EMPLOYEES  
This Office

**FROM :** OFFICER-IN-CHARGE EXECUTIVE DIRECTOR  
Office of the Executive Director

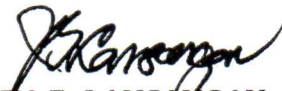
**SUBJECT :** REITERATION ON THE SUBMISSION OF CERTIFICATE OF NON  
AVAILABILITY OF STOCKS (CNAS) IN COMPLIANCE WITH THE  
E.O. NO. 40 DATED OCTOBER 8, 2001

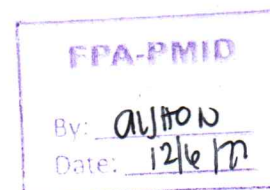
This is in reference to E.O. No. 40, dated October 8, 2001, regarding the procurement of common-use supplies, material and equipment from Procurement Service (PS) attached to the DBM and the Section 6.2 of the Guidelines on the Use of Virtual Store for the Procurement of Common-Use Supplies and Equipment.

The above said Section 6.2 of the Guidelines in the use of Virtual Store states that "Common-Use Supplies and Equipment (CSEs) that are not currently available from the assigned Depot will be listed in the Certificate of Non-Availability of Stocks (CNAS) appearing in the Virtual Store of the assigned depot, and may be then procured from sources other than the Virtual Store **within the period stated in the CNAS**".

In view thereof and in compliance with the E.O. No. 40 and to the government accounting and auditing rules and regulations, you are hereby reminded to procure the common-use supplies, material and equipment from the Procurement Service (PS) attached to the DBM. Common-use Supplies and Equipment (CSEs) that are not currently available from the assigned Depot may only be procured from the sources other than the virtual store within the period stated in the CNAS. The proof of non-availability of CSEs on CNAS shall be submitted to Finance and Administrative Division (FAD) together with the reimbursement/liquidation claim.

For your guidance and strict compliance.

  
**JULIETA B. LANSANGAN**  
Officer-in-Charge



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System  
ISO 9001:2015  
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