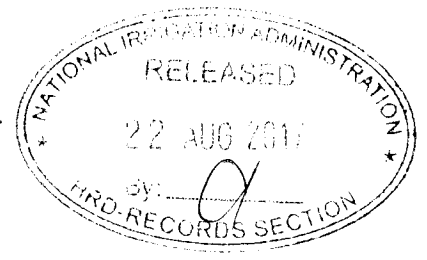


Republika ng Pilipinas  
*National Irrigation Administration*  
(Pambansang Pangasiwaan ng Patubig)  
Lungsod ng Quezon



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MC No. 62  
Series of 2017

**MEMORANDUM CIRCULAR**

**TO :** THE SR. DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,  
REGIONAL/DEPARTMENT/ PROJECT MANAGERS, DIVISION  
MANAGERS AND ALL OTHERS CONCERNED

**SUBJECT :** INVENTORY OF NIA-OWNED REAL PROPERTIES

**1.0 PURPOSE:**

To monitor and keep dynamic record of, and to put to proper use, all the "real properties" NIA had acquired and constructed over the years throughout the country, all documents, including but not limited to Owners Certificate of Title, Deed of Donation, Deed of Absolute Sale and other documents to prove NIA ownership of the property shall be submitted to the proposed Interim Asset Management Unit (AMU) under the Property Section, Procurement and Property Division, Administrative Department.

The main functions of the proposed AMU are the following:

- 1) To maintain, control, monitor and account all assets of NIA in accordance with laws and regulations;
- 2) To develop and implement systems, and policies aimed at efficiently carrying out its functions specifically an Asset Management System would be developed which is capable of monitoring the specific location, date of acquisition and other details of the real properties. Further information such as land area, location, present occupants, status of the property (either being claimed or occupied by third party); land use, and other relevant information should be incorporated in the inventory; and
- 3) To serve as custodian of all NIA fixed assets' documents which include but not limited to Owners Certificate of Title, Deed of Donation, Deed of Absolute Sale and other documents to prove NIA ownership of the property.

For this purpose, "**real properties**" refer to parcels of land, office buildings, training centers, dams and its appurtenant facilities, canals, and all other immovable properties owned by and/or in possession of NIA.

**2.0 DIRECTIVES:**

It is, therefore, hereby directed: That-

1. Regional Offices, UPRIS and MARIIS shall submit all the data or information required in, and by filling up the Asset Management Data Form, involving all NIA real properties under their custody, use, responsibility, authority and jurisdiction.

2. An Asset Management Data Form (AMU Form No. 01-01), copy of which is attached, shall be used to report each property/land acquired by the region, duly accomplished by the Supply/Property Officer and certified correct by the Regional Manager.
3. The reported Asset Management Data Form (Filled-in AMU Form No. 01-01), including soft/scanned copies of all documents as of July 31, 2017 shall be submitted on 15 September 2017. Same form, including soft/scanned copies of all documents as of 31 December 2017 shall be submitted on the **10<sup>th</sup> day of January** and every year thereafter, to the office of the Manager, Administrative Department, ATTENTION: Asset Management Unit, Property Section, Procurement & Property Division, Central Office.
4. The Management Information Division (MID) shall develop a computerized program for NIA Asset Management Database and Information System for purposes of establishing, maintaining and operating an active NIA Real Property Data Bank within thirty (30) calendar days from approval of this circular.


### **3.0 SANCTION:**

Failure to submit the required report on time, or failure to comply with this Circular, shall be charged with violation of reasonable office rules and regulations as provided under the Revised Rules on Administrative Cases on the Civil Service with the following penalties:

- 1st Offense - Reprimand
- 2nd Offense - 1-30 days Suspension
- 3rd Offense - Dismissal

This Memorandum Circular supersedes in whole MC No. 47, series of 2013 re: submission of data/information on NIA-owned parcels of land, and all other issuances inconsistent hereto.

For prompt and strict compliance.

  
**GEN. RICARDO R. VISAYA (Ret.)**  
Administrator

Date: 08-22-17

Republic of the Philippines  
 NATIONAL IRRIGATION ADMINISTRATION  
 Region \_\_\_\_\_  
 Office \_\_\_\_\_

**NIA ASSET MANAGEMENT DATA FORM**

**1. Property**

- (a) Location  
 Barangay: \_\_\_\_\_  
 Municipality: \_\_\_\_\_  
 Province: \_\_\_\_\_
- (b) Area (sq. m.) \_\_\_\_\_
- (c) Assessed Value \_\_\_\_\_
- (d) Acquisition Cost \_\_\_\_\_
- (e) Classification \_\_\_\_\_

**2. Copy of Evidence of NIA Ownership of the Property**

- (a) Original Certificate of Title No. \_\_\_\_\_  
 - Registered in the Name of: \_\_\_\_\_
- (b) Transfer Certificate of Title No. \_\_\_\_\_  
 - Registered in the Name of: \_\_\_\_\_
- (c) Tax Declaration No. \_\_\_\_\_  
 - Declared in the Name of: \_\_\_\_\_
- (d) Others: \_\_\_\_\_

**3. Mode of acquisition**

- (a) Means of Conveyance (Purchase or Donation) Other, please specify: \_\_\_\_\_  
 \_\_\_\_\_  
 - Date \_\_\_\_\_
- (b) Name of Previous Owner \_\_\_\_\_
- (c) Source of Fund \_\_\_\_\_

**4. Current/Actual use of property**

- (a) What are its permanent improvements? Cost, Date \_\_\_\_\_  
 \_\_\_\_\_
- (b) If idle, what are the future plans for the property? \_\_\_\_\_  
 \_\_\_\_\_

**5. Additional Information about the Property, if any:**

- (a) On Tax Payment or Liability, \_\_\_\_\_
- (b) On Revert to Original Owner/ Third Party Claims/ Possession/Ownership? \_\_\_\_\_
- (c) Other Problems? \_\_\_\_\_  
 \_\_\_\_\_

(Use other sheets, if necessary)

I HEREBY CERTIFY THAT THE FOREGOING DATA/INFORMATION ON THE AFORESAID REAL PROPERTY ARE TRUE AND CORRECT AS OF \_\_\_\_\_.

Prepared by:

Certified Correct:

\_\_\_\_\_  
 Supply/Property Officer  
 (Signature over printed name)

\_\_\_\_\_  
 Head of Office  
 (Signature over printed name)

(To be filled-up by MID)

Date: \_\_\_\_\_

Data Bank Entry: \_\_\_\_\_