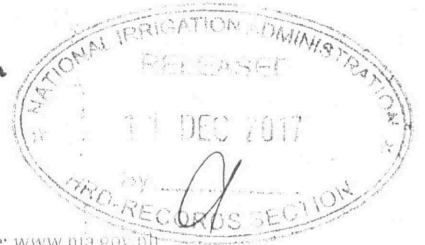




Republika ng Pilipinas  
**National Irrigation Administration**  
(Pambansang Pangasiwaan ng Patubig)  
Lungsod ng Quezon



Office Address: National Government Center  
EDSA, Diliman, Quezon City, Philippines  
Telephone Nos.: (02) 929-6071 to 78

Website: [www.nia.gov.ph](http://www.nia.gov.ph)  
Telefax No. (632) 928-9343  
TIN No. 000-916-415

MC No. 87, s. 2017

**MEMORANDUM CIRCULAR**

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

**SUBJECT : TRANSFER OF HEAVY AND LIGHT EQUIPMENT (SERVICE VEHICLES AND OTHERS) PROCURED IN THE CENTRAL OFFICE ISSUED TO FIELD AND PROJECT OFFICES**

In order to fully serve the purpose of the heavy and light equipment (service vehicles and others) procured in the Central Office, and in accordance with the approved transfer/distribution of the same, all Field and Project Offices are hereby directed to submit the updated approved Acknowledgement Receipt for Equipment (ARE) immediately to the Office of the Manager, Administrative Department, Attn: Manager, Procurement and Property Division, Central Office for proper recording and monitoring.

Any transfer of service vehicle/s from one office to another shall be coursed through the Office of the Administrator subject for approval.

For strict compliance.

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

Date 12-11-17