

Republika ng Pilipinas
 PANGSANG PANGASIWAAN NG PATUBIG
 (National Irrigation Administration)
 Cusaling APC, Quezon Memorial Circle
 Diliman, Lungsod ng Quezon

MC # 37, s. 1970

MEMORANDUM CIRCULAR

TO : ALL REGIONAL AND PROVINCIAL IRRIGATION
 ENGINEERS; IRRIGATION SUPERINTENDENTS/^{R/Cs}
 AND PROJECT ENGINEERS; PROJECT COORDINATOR;
 REGIONAL EQUIPMENT ENGINEERS AND MOTORPOOL
 INCHARGE; OFFICE IN-CHARGE
 This Office

SUBJECT : Implementation of New Forms and Reporting Procedures
for Equipment Usage, Preventive Maintenance and Repair.

Effective October 1, 1970, equipment usage, preventive main-
 tenance and repair shall be done in accordance with the attached
 flow chart and new forms.

The chart shows the responsibility of the various offices and
 employees concerned with respect to the utilization and preservation
 of NI equipment. The forms to be used in this connection are as
 follows:

A. Flow Chart on Preventive Maintenance

<u>Form No.</u>	<u>Name of Form</u>	<u>Copies Required</u>
EM-1	Daily Preventive Maintenance Worksheet (to be accomplished with Equipment usage Report, EM-1A)	2
EM-2	Preventive Maintenance Worksheet	2
EM-3	Monthly Equipment Usage Report	5 (3 to C.O.)
EM-3a	Monthly Eqpt. Utilization Report	5 (3 to C.O.)
EM-4	Monthly Preventive Maintenance Cost Report (Replacing EM-8)	4 (2 to C.O.)
-	Preventive Maintenance Service Schedule Board (for construction and/or transpor- tation equipment) for posting in an ideal place in the motorpool.	1

B. Flow Chart on Equipment Repair Procedure

<u>Form No.</u>	<u>Name of Form/Report</u>	<u>Copies Required</u>
EM-5	Preventive Maintenance Worksheet	2
EM-5	Labor and Material Estimates	2
EM-6	Assignment Worksheet (to be accomplished by Shop Supt. or Shop Foreman to schedule repairs)	1
EM-5A	Work Order	2
EM-7	Work Order Logbook	1
EM-8	Report of Cost of Completed Repair	4 (2 to C.O.)
EM-9	Quarterly Program of Work	4 (2 to C.O.)

<u>Form No</u>	<u>Name of Form/Report</u>	<u>Copies Required</u>
EX-10	Daily Performance Report	2
EX-11	Monthly Performance Report	1-2 (2 to 0.0.)

The number of copies required for each report may be increased or decreased depending on the need of the system, group pool or regional depot. As a guide for the proper accomplishment of the forms, an explanation is herewith included.

Accomplishment of the Time and Cost Record Book shall be continued. The new Driver's Trip Tickets with Transportation Request shall be as per attached forms. Requisitions shall be made on the same Requisition and Issue Vouchers (Form 45A) which is also currently used.

Monthly or quarterly reports to the Central Office shall be submitted within the first 10 days of the succeeding month or quarter.

Strict compliance is hereby enjoined.


ALFREDO L. JUNIO
Administrator

September 14, 1970
LPP/rpg