

Republika ng Pilipinas
(PAMBANSANG PANGASIWAAN NG PATUBIG)
National Irrigation Administration
APC Building, 3rd Floor, Diliman
Quezon City

MC # 39 s, 1971

MEMORANDUM CIRCULAR

TO : ALL REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS AND PROJECT ENGINEERS; PROJECT MANAGERS; REGIONAL EQUIPMENT ENGINEERS AND MOTORPOOL INCHARGE.
This Agency

SUBJECT : Time and Cost Record for NIA Equipment.

Effective immediately, preparation and submittal to the Central Office of the Time and Cost Record Book referred to in paragraph 5, MC # 33, s. 1969 and MC # 37, s. 1970 will be stopped.

In lieu thereof, a time and cost record for each assigned equipment, in accordance with the attached form shall be submitted monthly to the Central Office.

Entries to be made in this report will be the same as those in the Time and Cost Record Book with the exception of some minor changes under the item Equipment Repair Details. The entry on total cost shall be the total of spare parts cost and labor cost.

This report which is due in the Central Office within one week after the end of each month shall be prepared in duplicate; one copy to be retained by the user.

Compliance hereof is hereby enjoined.


ALFREDO L. JUINIO
Administrator

LMU/lb:
7-1-1

TO: The Administrator
National Irrigation Administration

TIME AND COST RECORD FOR THE MONTH OF _____, 19 ____

Attention: Evaluation Unit

Equipment: _____

(Make/Type/Model)

Prop. No. _____

Serial No. _____

Equipment Management Division

Date	Hr/Km Actual	DIESEL FUEL		GASOLINE		LUBE OIL		GREASE		EQUIPMENT SPARE PARTS USED	REPAIR Cost	DETAILS			REMARKS
		Lts. Used	Cost	Lts. Used	Cost	Lts. Used	Cost	Lbs. Used	Cost			REPAIR LABOR Time Hrs.	Cost	Total Cost	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
TOTALS															

CERTIFIED CORRECT:

(Chief of Office/Head of Depot or Group Pool)

NOTED:

Central Office Expt. Engr./Inspector

Service Meter: Last Reading
First Reading
Difference

RECEIVED
EVALUATION UNIT
NATIONAL IRRIGATION ADMINISTRATION
MANILA
JAN 10 1968