

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

MC # 43, s. 1971
MEMORANDUM CIRCULAR

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

SUBJECT : Preparation of EQUIPMENT ISSUE SLIPS PRIOR
to issuance of NIA Construction Equipment

This will amend pertinent portions of MC # 37,
s. 1970 regarding the forms to be used in the dispatching
and utilization of NIA construction equipment,

Personnel requesting for the use of any construction
equipment should fill up the pertinent portions of the
Equipment Issue Slip which shall be submitted in duplicate
to the Chief of Office for approval.

The Chief of Office shall fill up items 5, 6 and 7
and after his approval, the form goes to the motorpool
dispatcher or any personnel designated as such who shall
fill up item 8.

One copy of the Equipment Issue Slip shall be kept
on separate file at the Regional Depot, Group Pool or
Motorpool. The other copy shall stay with the issued
equipment.

Movement of construction equipment to locations
other than that specified in the Equipment Issue Slip
requires the preparation and approval of a new request.

Compliance hereof is hereby enjoined.


ALFREDO L. JUINIO
Administrator

August 2, 1971
LNM/1bb
August 2, 1971

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File No. _____

_____, 197____

EQUIPMENT ISSUE SLIP

1. EQUIPMENT: _____

(Type/Make/Model)

2. WHERE TO BE USED: _____

3. PURPOSE: _____

4. DATE AND TIME OF USE: _____ FROM _____ AM/PM TO: _____ AM/PM
Date

5. REQUESTING OFFICIAL: _____

(Printed Name) (Signature) (Designation)

(Items 1 to 4 to be filled up by requesting official)

6. AUTHORIZED LOCATION: _____

(Specify canal and stationing)

7. AUTHORIZED OPERATOR(S): _____

8. APPROVED DURATION OF USE: _____

9. HOURMETER READING BEFORE ISSUANCE: _____

I hereby certify that the NIA equipment with Property No.

_____, Serial No. _____ has been dispatched for
official use as requested.

Chief of Office