

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

MC # 29, s. 1972

MEMORANDUM CIRCULAR

TO : EQUIPMENT MANAGEMENT DIVISION STAFF; REGIONAL
IRRIGATION ENGINEERS; REGIONAL DEPOT, GROUP
POOL, AND SYSTEM POOL STAFF
This Agency

SUBJECT : Equipment Management Manual

The attached Equipment Management Manual is issued to all NIA Staff concerned with the operation and management of construction equipment to serve as a reference on all policies, procedures, and forms previously covered by various circulars. A copy of the Manual shall be issued to all incoming equipment personnel and shall be recalled upon termination of their services.

Manual holders are required to keep their Manual up-to-date by replacing superseded pages immediately upon receiving up-dated ones.

All procedures, forms and policies contained in this manual have been previously approved by top management and their implementation have been made through circulars. Therefore, the use of procedures, forms and practices inconsistent with what is contained in this manual must be discontinued.

Please refer to the Chief of the Equipment Management Division any question or suggestion you may have regarding the manual.

(SGD) ALFREDO L. JUINIO
Administrator

Attached: a/s
March 3, 1972

File copy -

no original & duplicate

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