

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 35, s. 1972

MEMORANDUM CIRCULAR

TO : HEADS OF DEPARTMENT AND STAFFS
PROJECT MANAGERS AND DIRECTORS OF SPECIAL PROJECTS
REGIONAL, PROVINCIAL AND PROJECT ENGINEERS
IRRIGATION SUPERINTENDENTS AND OFFICERS-IN-CHARGE
OF SYSTEMS
This Agency

SUBJECT : Notice of Confirmation of Receipt of Equipment/
Materials.

To forestall any loss or disappearance of consigned construction materials/equipment and to determine the whereabouts of the same, whether in transit or transfers from Central Office to field offices or vice versa, the following steps are hereby indicated to be observed, thus:

1. The Chief, Property Division, Central Office: -
shall, upon shipment of materials/equipment, send within three (3) days to the Field Office concerned a corresponding notice for confirmation of receipt of shipped properties, furnishing a copy of the same to the Department or Division who requested for the shipment of the same.
2. The Chief of the Field Office/System/Project:-
 - (a) shall reply within three (3) days to the notice for confirmation sent by the Issuing Chief, Property Division, Central Office; or
 - (b) shall without waiting for the notice for confirmation advise the Issuing Chief, Property Division, Central Office of the receipt of shipped materials.
 - (c) shall submit to Central Office at month's end, Attn: The Chief, Property Division, NIA, Q.C., a tally report of total receipts of various items from Central Office shipped to and received by them, for checking or referential purposes by Central Office.
 - (d) shall maintain or keep in their respective offices, the day to day transaction in the supplies ledger cards to facilitate inventory taking and tracing of properties involved in the process, pursuant to existing procedures on Receipts and issuance of materials and/or equipment in their respective offices.

Your cooperation on this regard is earnestly requested.


ALFREDO L. JUNIO
Administrator

April 26, 1972