

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

MC #72 s., 1972

MEMORANDUM CIRCULAR

TO : THE REGIONAL IRRIGATION ENGINEERS; REGIONAL AUDITORS; IRRIGATION PROJECT SUPERVISORS (ISU); ASST. IRRIGATION SUPERVISORS (ISU); AND ALL OTHERS CONCERNED.
National Irrigation Administration

SUBJECT : Physical Inventory of All ISU Properties in The ISU District Offices.

Pursuant to Department Order No. 67 dated September 29, 1972 issued by the Secretary of Public Works, Transportation and Communications, in accordance to the Presidential Decree No. 1 dated September 24, 1972, ordering the implementation of the transfer of the Irrigation Service Unit (ISU) to the National Irrigation Administration, you are hereby directed to conduct a physical count of all ISU properties situated in the different ISU District Offices. For this purpose, an Inventory Committee is hereby created which shall be composed of the following:

- 1) Regional Irrigation Engineer or his
duly authorized representative - - - - - Chairman
- 2) The Irrigation Project Supervisor (ISU)
or Asst. Irrigation Supervisor - - - - - Member
- 3) The Regional Auditor (NIA) or his
duly authorized representative - - - - - Member

I - PROCEDURE:-

All members of the inventory committee shall jointly undertake the physical count of all ISU properties. They shall fix a definite time and date with which to begin the counting. The Irrigation Project Supervisor (ISU) or the assistant as the case maybe shall guide the members of the committee in locating the inventory items while the Regional Irrigation Engineer or his authorized representative shall list the inventory items counted in the Invoice-Receipt for Property, General Form No. 30-A (sample form attached). He shall see to it that the condition of every items are indicated therein. In all instances the Regional Auditor or his authorized representative shall witness the counting and listing of inventory items.

After the items have been counted and listed in the Invoice-Receipt for Property, it shall be typewritten in six (6) copies to be distributed as follows:

Original & duplicate - - - NIA, Central Office (Property Division)

Triplicate - - - - - Regional Irrigation Engineer

Quadruplicate - - - - ISU, District

Quintuplicate - - - - Regional Auditor

Sixtuplicate - - - - Property Officer ISU Central Office

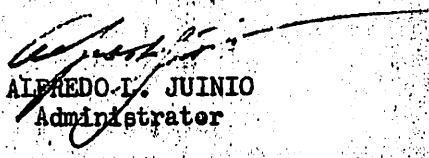
The Invoice-Receipt for Property shall be invoiced by the Irrigation Project Supervisor (ISU) to the Regional Irrigation Engineer by affixing their signature at the lower portion of the form while the Regional Auditor or his representative shall attest the items counted and listed by signing at the bottom of the form.

The Invoice-Receipt for Property shall be covered by a transmittal letter and submitted to the NIA Central Office, Property Division on or before December 5, 1972.

II - RE-ISSUES OF INVENTORY ITEMS:-

The Regional Irrigation Engineer or the Property Custodian shall re-issue the inventory items listed in the Invoice-Receipt for Property to the Irrigation Project Supervisor or to the Assistant as the case maybe by duly accomplishing a Memorandum Receipt, (General Form No. 32-A) in 3 copies. The original shall be kept by the Regional Office, duplicate by the District Office (ISU) and triplicate to be forwarded to the Central Office, Property Division.

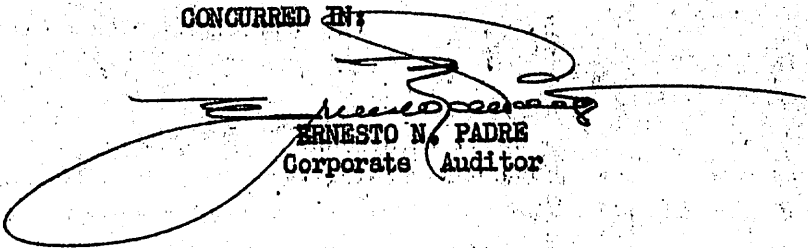
Strict compliance by all concerned is hereby enjoined.


ALFREDO I. JUINIO
Administrator

November 7, 1972

EGA/jqj

CONCURRED IN:


ERNESTO N. PADRE
Corporate Auditor

