

(National Irrigation Administration)
Lungsod ng Quezon

MC # 10, s. 1973

MEMORANDUM CIRCULAR

TO : ALL REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS;
IRRIGATION SUPERINTENDENTS; OFFICERS-IN-CHARGE;
PROJECT ENGINEERS; PROJECT MANAGERS; REGIONAL
EQUIPMENT ENGINEERS AND OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Revised Procedure In the Payment of Rentals for
Equipment Used In Communal Irrigation Projects
And Those Leased To Private Parties and Other
Government Agencies

In order to facilitate the prompt payment and/or settlement of rentals of equipment used in communal irrigation projects and those leased to private parties and other government agencies, it is hereby directed that the following procedures be adopted:

1. For Communal Irrigation Projects:
 - a) Payment for equipment rental should be made immediately as soon as monthly Equipment Utilization Report is prepared and shall be remitted to the NIA Corporate Treasurer.
2. For Private Lessees and other Government Agencies:
 - a) Payment for equipment rental should be made immediately as soon as Monthly Equipment Utilization Report is prepared.
 - b) Collections for equipment rentals and/or deposits should be remitted to the NIA Corporate Treasurer once a week or anytime collections reach P500.00 to be exchanged with PNB or any commercial bank Bank Draft drawn in favor of the National Irrigation Administration. Postal Money Order maybe used in the absence of a PNB Branch or any commercial bank in the locality.
3. In remitting collections to the NIA Corporate Treasurer transmittal letter should be prepared indicating therein the name of the Communal Irrigation Project, bill number and date if any with the corresponding amount and the proper funds to which the payment will be credited, thus:

<u>Equipment</u> <u>Classification</u>	<u>Fund & Fund Code</u>
Japanese Reparations - NIA Equipment Revolving Equipment	Fund (Japanese Rep. Equipment) - Fund 210(19)

<u>Equipment Classification</u>	<u>Fund & Fund Code</u>
\$4.7 M USAID Loan - - NIA Equipment Revolving Equipment	Fund (USAID Equipment) Fund 213 (22)
NIA Old Equipment - - and Others	NIA Heavy Construction Equipment Trust Fund Fund 402(41)

4. Five copies of the Monthly Equipment Utilization Report (EM-3) should be prepared. The original should be attached to its voucher prepared to liquidate the rental; one copy for office file; two legible copies for the Equipment Management Division, Central Office and one copy for the Regional Irrigation Engineer

For the copies which will be sent to the Equipment Management Division, Central Office and Regional Offices the corresponding payments should be indicated on the face of the Equipment Utilization Report as follows:

I. For Communal Irrigation Projects:

NOTE:

Equipment rental, in the amount of P_____ was paid under PNB Check No. _____ dated _____ and remitted to the NIA Treasurer on _____ acknowledged under Central Office O.R. # _____, dated _____ (if any).

II. For Private Lessees:

- a) If deposit was applied to payment of equipment rental -

NOTE:

Equipment rental amounting to P_____ has been paid fully/partially from the deposit of _____ in the amount of P_____ acknowledged by Field Official Receipt No. _____ dated _____, included in the Collection Report No. _____ of _____ Fund _____ and remitted to the NIA Treasurer acknowledged under Central Office O.R. # _____ dated _____ (if any).

- b) For additional payment in case deposit is not enough -

NOTE:

Additional payment of equipment rental in the amount of P_____ was paid under Field O.R. # _____ dated _____ reported under Report of Collection No. _____

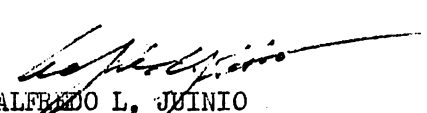
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of _____ Fund _____ and remitted
to the MIA Treasurer on _____
acknowledged under Central Office O.R.
_____ dated _____,
(if any).

5. As soon as the two copies of EUR are received in the Central Office, the Equipment Management Division will review and/or evaluate the report in accordance with existing regulations, and take whatever actions are necessary. A memorandum advice Form ED-1 shall be prepared attaching therewith one copy of the EUR and forwarded to the Accounting Division for proper billing.

This circular shall take effect beginning January, 1973, and any circular inconsistent herewith is hereby modified and/or amended.

Strict compliance hereof is enjoined.


ALFREDO L. JUINIO
Administrator

January 25, 1973

HCH/bcg