

Republika ng Pilipinas
PAMEANSANC PANCASIWAAN NG PATUDIG
(National Irrigation Administration)
Lungsod ng Guezon

MC # 21-A s. 1973

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS; CHIEFS OF DIVISIONS AND SECTIONS; REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS; REGIONAL AUDITORS; IRRIGATION SUPERINTENDENTS AND PROJECT ENGINEERS; REGIONAL EQUIPMENT ENGINEERS; MOTORPOOL IN-CHARGE AND OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Amendments to Various Memo Circulars Pertaining to NIA Construction Equipment and Motor Vehicles

Pertinent provisions of the following Memorandum Circulars are hereby amended:

1. MC # 42, s. 1968 - Section C-4(a) Rental rate without maintenance shall be charged to all communal irrigation projects instead of rate with maintenance.
2. MC # 10, s. 1973 - Section 4 - Three copies of equipment utilization report (EUR) shall be prepared and may be handwritten (in ball pen or indelible pencil) if typewriter is not available. The original for attachment to the voucher prepared to liquidate the rental; duplicate for the Equipment Management Division, Central Office and third copy for Office file.
3. MC # 9, s. 1972 - Number of copies required by the Central Office (EMD)
 - (a) Monthly Equipment Utilization Report (EM-3) one copy instead of three.
 - (b) Monthly Operation Maintenance and Repair Cost Report (EM-12) - one copy instead of two.

The above reports may be submitted in handwritten form (in ball pen or indelible pencil) if typewriter is not available.

4. MC # 21, s. 1973 shall be totally cancelled and replaced by the following:

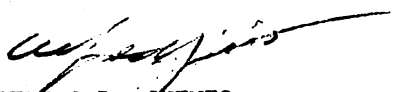
Whenever construction equipment used in National Irrigation Projects break down, the spare parts considered as major repair parts may be purchased from the funds of that project subject to the following conditions:

1. That the parts needed can be purchased within the locality.

2. That the amount needed in the purchase of parts shall not exceed the expected rental of the equipment used or the estimated rental as per approved program of work, if any.
3. That there are no other equipment available within the region which can replace the equipment that broke down.

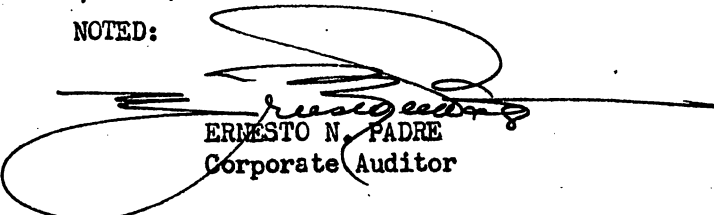
The parts bought by the project shall be listed on a separate sheet by individual equipment indicating the nomenclature and number with the corresponding costs and submitted together with the Equipment Utilization Report.

This Circular shall take effect immediately.


ALFREDO L. JUINIO
Administrator

April 13, 1973

NOTED:


ERNESTO N. PADRE
Corporate Auditor