

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

MC # 25, s. 1976

MEMORANDUM CIRCULAR

TO : THE CORPORATE TREASURER, CHIEF, FINANCE DEPARTMENT, NIA
CENTRAL OFFICE; REGIONAL IRRIGATION DIRECTORS, PROVINCIAL
IRRIGATION ENGINEERS, PROJECT ENGINEERS, IRRIGATION SUPERIN-
TENDENTS, OFFICERS-IN-CHARGE; HEADS, PROVINCIAL IRRIGATION
OFFICE; HEADS, NIA SPECIAL PROJECTS; SUPPLY OFFICERS, PROPERTY
CUSTODIANS, STOREKEEPERS AND ALL OTHERS CONCERNED.
This Agency

SUBJECT : Accomplishment and submission of Annual Inventory Report of
ALL NIA Properties as of June 30, 1976.

In pursuance with the provision of General Circular No. 55 dated March 17, 1958, as amended by General Circular No. 57 dated May 7, 1958, of the General Auditing Office (COA) on inventory-taking of government properties, you are hereby directed to undertake physical inventory of all NIA properties as of June 30, 1976. These shall be accomplished in General Form No. 41 (A). The report shall include equipment and other properties that are found at station, stating the source, if any. The inventory report shall be accompanied by an up-dated memorandum receipt duly signed by the incumbent chief of office or his duly authorized representative. It should be noted in this regard that henceforth, Memorandum Receipts must be renewed and submitted to the Central Office on the third year after issue.

The Inventory Committee hereunder are hereby constituted:

A) Provincial Irrigation Offices, Irrigation Systems
and/or Projects.

Property Clerk - Chairman
Accounting Clerk- Member
Equipment Engineer or most ranking Equipment
Personnel-Member
Field Examiner -Witness

B) Regional Offices and/or Depot

Regional Property Officer - Chairman
Regional Accountant - Member
Regional Equipment Engineer-Member
Assistant Regional Auditor -Witness

C) NIA Special Projects

Project Supply Officer -Chairman
Project Accountant -Member
Project Equipment Engineer -Member
Project Auditor -Witness

D) NIA Central Office, Quezon City

NIA Warehouse, MAS Compound, Manila
NIA Motorpool, Fort Santiago, Manila

Chief, Property Division -Chairman
Chief Corporate Accountant II-Member
Chief, Equipment Repair & Evaluation Division -Member
Chief, Property Audit & Inspection Division (COA)-Witness

E) Consolidated Inventory Report

Chief, Property Division - Chairman
Chief, Corporate Accountant II - Member
Chief, Equipment Repair & Evaluation Division - Member
Chief, Property Audit & Inspection Division (COA) - Witness

The above created Inventory Committees are hereby directed to observe the following:

1. Properties shall be grouped in accordance with the following:
(See attached sheets for grouping and/or classification of various Properties)

A) Inventories (Account 72)

1. Items for Resale --- 72-300
2. Supplies & Materials --- 72-800 (Acquired free of charge)
3. Miscellaneous --- 72-900

B) Land, Land improvements and structures (Account 76)
(To be submitted by the Accounting Division, Finance Dept.)

1. Economic Development --- 76-400
2. Construction in Process --- 76-600

C) Equipment (Account 77)

1. Economic Development (77-400)

- a) 77-417 - Watercraft and Appurtenances
- b) 77-418 - Motor Vehicles and Accessories
- c) 77-419 - Land Transportation Equipment
(other than Motor Vehicles)
- d) 77-420 - Industrial Machineries and Implements
- e) 77-421 - Hand Tools
- f) 77-422 - Furniture and Office Equipment
- g) 77-423 - Industrial and Scientific Exhibits
- h) 77-424 - Ordnance, non-expendable supplies & equipment
- i) 77-425 - Technical and Scientific Equipment
- j) 77-426 - Fire Fighting equipment
- k) 77-427 - Telegraphic, Telephone, radio and
cable equipment
- l) 77-428 - Aircraft and Appurtenances
- m) 77-429 - Breeding Animals
- n) 77-430 - Miscellaneous Equipment

2. Columns on said General Form no. 41 (A) shall be properly filled

a) Columns 1 to 13

The property or supply officer shall list down and enter all equipment and other properties under his custody previously reported and those which are acquired during the Fiscal Year ending June 30, 1976 based on existing equipment ledger card, supplies ledger card and other available and existing property documents.

b) Column 14 - Remarks

The Property or Supply Officer shall state the names of employees to whom the equipment is/are issued based on Memo-random Receipts on file and the whereabouts, that is, the exact location of said equipment. The equipment inspector and/or engineer shall ascertain the condition of the equipment and the condition shall be stated on this column.

3. In determining the condition of each property, the following criteria should be followed:

- a) GOOD - 76% to 100% operable during the year
 - b) FAIR - 50% to 75% operable during the year
 - c) BAD - below 50% operable during the year
- ②

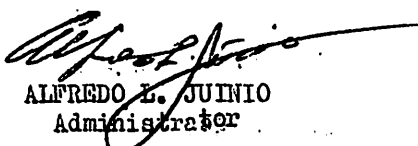
4. The report should include a summary to show the total value of properties listed in each group, a sample of which is attached for guidance. Attached also is a sample of an accomplished Gen. Form no. 41 (A).
5. On the last page of the Inventory Report, the Chairman and the members of the committees created should certify to the correctness of the report made and the auditing representative should attest to the correctness of the report.
6. The Chief of Office or Officer-in-charge should recommend the approval of the inventory report immediately under the Certification of the Inventory Committee. All reports should be transmitted to the Regional Irrigation Engineer or to the Project Chief and/or Project Managers in case of Special Projects, for approval, after which these are transmitted to the Regional Auditor or Project Auditor for attestation.

NIA Central Office, Quezon City, NIA Warehouse and NIA Motorpool, Manila, inventory reports shall be approved by the Corporate Treasurer, Treasury Department and attested by the Chief of the Property Audit & Inspection Division of the Office of the Corporate Auditor, or by his duly authorized representative in the inventory taking.

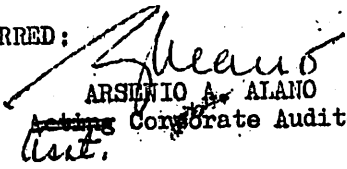
See 1/2 of the Corporate Auditor's Member
All inventory reports (original and three copies) should reach the Property Division, Treasury Department not later than August 15, 1976 for consolidation with the report of the Central Office. The consolidated inventory reports shall bear the certification of the Inventory Committee consisting of the Chief, Property Division, as Chairman, Chief, Accounting Division as Member, Chief, Equipment Repair & Evaluation Division, representative of the Corporate Auditor, Member, and it shall be recommended for approval by the Corporate Treasurer, approved by the Administrator, and attested by the Corporate Auditor and thereafter be submitted to the Auditor General or Chairman, Commission on Audit not later than August 31, 1976.

To ensure the submission of these reports within the deadline, the Regional Irrigation Directors, Project Chiefs and/or Project Managers are hereby directed to follow-up the preparation and processing of these inventory reports in the different offices under their supervision and jurisdiction.

Strict compliance hereof is enjoined.


ALFREDO L. JUINIO
Administrator

CONCURRED:


ARSENIO A. ALANO
Acting Corporate Auditor

May 21, 1976

(3)

LIST OF INVENTORY ITEMS, LAND, LAND IMPROVEMENT AND
STRUCTURES AND VARIOUS EQUIPMENT LISTED UNDER EACH
ACCOUNT FOR REFERENCE AND GUIDANCE IN THE PREPARA-
TION OF THE 1976 INVENTORY REPORT.

A) Inventories (Account 72)

72-300 - Items for Resale

All irrigation water pumps for sale to pump recipient.

72-800 - Supplies and Materials (Acquired free of charge)

All World Food Program Commodities shall be listed under this Account in the Inventory Report.

72-900 - Miscellaneous

All spare parts, construction supplies and materials on hand as of June 30, 1976 shall be listed under this account.

B) Land, land improvement and structure (Account 76)

(To be submitted by the Accounting Division, Finance Dept.)

76-400 - Economic Development

The total cost of an irrigation system completed including the building, land headgate, canals and laterals, etc., shall be listed under this account.

76-600 - Construction in Process

The total construction cost as of June 30, 1976 of irrigation projects under construction including building, land, land improvement, headgate, canals and laterals, etc., shall be listed under this account.

C) Equipment (Account 77)

1. Economic Development (77-400)

77-417 - Watercrafts and appurtenances

| | | |
|---------------|----------------|----------|
| Bancas | Outboard Motor | Rowboat |
| Engine Pump | Paddles | Sails |
| Inboard Motor | Propeller | Sextants |

77-418 - Motor Vehicles and Accessories

| | | |
|-------------|------------|---------------|
| Automobiles | Jeep | Pick-up |
| Bicycle | Motorcycle | Station Wagon |

77-419 - Land Transportation Equipment

| | | |
|----------------|-------------------|---------------------|
| Cargo Truck | Platform Truck | Truck Tractor |
| Dump Truck | Shop Mobile Truck | Trailers (all type) |
| Forklift Truck | Tank Truck | Dollies (extra) |

77-420 - Industrial Machinery and Implement

TRACTORS

| | | |
|---------------|---------------|-----------------|
| Tractor Crane | Tractor Units | Tractor Wheeled |
|---------------|---------------|-----------------|

EXCAVATING EQUIPMENT

| | |
|--------------------------------|--------------------------------|
| Auger soil bit | Excavator, crawler mounted |
| Bucket, clamshell (extra unit) | Excavator, truck mounted |
| Bucket, concrete | Front end loader, crawler type |
| Bucket, dragline (extra unit) | Front end loader, tire mounted |
| Conveyor, belt portable | Gradall |
| Crane Austine | Road ripper or rooter |
| Crane Roudabout | Scraper, carryall |
| Crane, shovel crawler | Tagline |
| Crane, shovel mounted | Terratractor |
| Crane, shovel, trailer mounted | Tournatractor or Tournadozer |
| Tournapull | Tournarocker |

CRUSHING, SCREENING AND WASHING MACHINE

| | | |
|---------------------|-------------------|------------------------------|
| Car Washer | Jaw crusher | Washing and screening plants |
| Combination crusher | Rock Crusher | |
| Gyrenory crusher | Vibrating Screens | |

CONCRETE EQUIPMENT

| | | |
|-----------------|---------------------|---------------------------|
| Bar Bender | Concrete Finishers | Concrete Vibrators |
| Bar Cutter | Concrete Mixer | Fine Grader |
| Batching plants | Concrete Pipe Mould | Form Grader |
| Concrete Cart | Concrete Speeders | Road Pavers |
| | | Wheelbarrows, rubber tire |

AIR COMPRESSOR AND ALL PNEUMATIC TOOLS

| | | |
|------------------|-------------------------------|------------------|
| Air Compressor | Holder Ons | Pneumatic Hammer |
| Air Drill | Impact Wrench | Rivet Bushing |
| Concrete Grinder | Jack Hammer or paving Breaker | Riveting Hammer |
| Drill Sharpener | | Wagon Drill |

ROAD EQUIPMENT

| | | |
|---------------------|--------------------------|-----------------|
| Asphalt Distributor | Grader, Road Motorized | Road Roller |
| Asphalt Pavers | Grader, Road Towed | Tank, Asphalt |
| Asphalt Plants | Maintenance Patching | Tank, Fuel |
| Briscoe Ditcher | Maintenance Pumilla | Tank, Water |
| Chip Spreaders | Road Broom Rotary & Drag | Sand Blaster |
| Grader Elevating | Road Mixer | Trolley Batcher |

ELECTRIC EQUIPMENT

| | |
|------------------------|-----------------|
| Elec. Drill Portable | Elec. Wrench |
| Elec. Flexible Shaft | Generator Units |
| Elec. Grinder Portable | Transformer |

PUMP

Pump
Pump, Gasoline & Fuel Oil
Pump, Water-Stationary

SAW AND SAWMILL

| | | |
|-----------|---------------|-------------------|
| Chain Saw | Pneumatic Saw | Table & Bench Saw |
| Power Saw | Saw Mill | |

SHOP EQUIPMENT

| | | |
|---|----------------------------|-------------------------------|
| Amprobe | High Pressure Cleaner | Soldering Gun |
| Analyzer | or Steam | Soldering Outfit |
| Armature Growler | Hydraulic Press | Surface Grinder |
| Armature Lathe | Ignition Test Set | Tampers Pneumatic |
| Battery Charger | Jack (all types) | Tap & Die |
| Brake Relining & Riveting Machine | Line Boring Mach. | Tester Injection Pump |
| Caliper | Lubricating Machine | Threading & Cutting Machine |
| Chain Block Or Hoist | Magnet Magnitizer | Valve Lifters |
| Compression Tester | Maintenance Puller | Valve Refacers & Seat |
| Connecting Rod Aligner | Micrometer, speed counter | Volume Pump |
| Conveyor Roller | Numbering Machine | Welding Outfit (Acetylene) |
| Crankshaft Grinder | Pyrometer | Welding Outfit (Electric) |
| Dispenser Pump | Ridge Reamer | Wheel Balancer |
| Drill Presses | Rubber Repair Outfit | Tester, Insulator and Cleaner |
| Floor Crane | Scale (Winslow Aggregated) | |
| Furnaces | Sinker Drill | |
| Henning Set | Slitting Shears | |
| Lather, sharpener, planer, milling machine and slotters | | |

77-421 HAND TOOLS

| | | |
|-------------------|--------------------|----------------------|
| Adzes | Hack Saw | Saws |
| Anyils | Hammer (all types) | Scraper |
| Axes | Hand drill | Screwdrivers |
| Blow Torch | Hedge | Shovel |
| Bolo | Hoes | Oiler |
| Brace Drill | Jack Screw | Tongs |
| Center Punch | Picknattock | Trimmer |
| Chisels | Planes | Steel tape rules |
| Chucks | Flier (all types) | Vises (all types) |
| Clamp (all types) | Push Rules | Wire Grip |
| Drill Bits | Prying Tools | Grease Gun, Lever |
| Extractor | Pump air-hand | Trowel |
| File | Rasps | Wrenches (all types) |
| Forges | Ratchets | Hakes |
| | | Plumb Bob. |

77-422 Furniture and Office Equipment

FURNITURE

| | | |
|--------------|-------------|------------------|
| Bed | Desks | Portable Shelves |
| Benches | Dresser | Sala Set |
| Cabinets | Filing Card | Stool |
| Cardex, wood | Hatrach | Tables |
| Chairs | Map Shelves | Tray |
| Counters | Mattress | |

OFFICE EQUIPMENT

| | | |
|---------------------------|-------------------------|----------------------|
| Abacus | Dry Seal | Paper Cutter |
| Adding Machine | Duplicating Machine | Pencil Sharpener |
| Air Conditioner | Electric Fans | Perforator (Puncher) |
| Attache Case | Electric Range | Photographic Dryer |
| Bag | Electronic Flash Camera | Picture Developing |
| Books | Enlarger | Tank |
| Bundy Clock | Gas Range | Photographic Roller |
| Calculating Machine | Hopper Accordion | Polisher |
| Catalog | Index, Steel | Portfolio |
| Cardex, Steel | Ink Stand | Printing Presser |
| Check Master | Lamps | Refrigerator |
| Check Protector | Lantern | Steel Locker Cabi- |
| Collection Safes (Vaults) | Manual | net |
| Copy Holders | Mimeograph Machines | Staple Wire Remo- |
| Dater | Numbering Machine | ver |
| Stapler | Storage Cabinet | Slide Projector |
| Table Clock | Tape Machine "Dymo" | Trimming & Cutting |
| Typewriter | Validating Machine | Machine |
| Filing Safe, Cabinet | Fountain Pen | Filing Cabinet, |
| | | Steel |

77-423 Industrial and Scientific Exhibits

All kinds of exhibits created or fabricated for public display.

77-424 Ordinance

| | | |
|--------------|----------|------------------------------|
| Belt | Holster | Rifle |
| Carbine | Magazine | Shotgun |
| Cartridge | Pistol | Straps and other accessories |
| Cleaning Rod | Revolver | |

77-425 Technical and Scientific Equipments

DRAWING INSTRUMENTS

| | | |
|--------------------------|-----------------------|------------------|
| Amsles Mechanical Inte- | Leader Drawing Set | Edging Machine |
| grators | Lettering Set | Erograph |
| Atomizer | Midget Circular Slide | Illuminated Tra- |
| Center Screw Compasses & | Pantograph | cing Board |
| Dividers | Planimeter | Protractor |
| Compensating Polar Pla- | Plan-perfect Drawing | Slide Rule |
| nimeter | Set | Straight Edge |
| Drafting Machine | Portable Drafting Kit | T-square |

Template
Triangle

Triangular Scale

SURVEYOR'S INSTRUMENTS

Alidade Outfit
Altimeter
Chain Band
Compass
Dumpy Level
Plumb Bob String
Target

Pole Range
Steel Tape
Stadia Rod
Surveyor's Bush Hook
Surveyor's Stake Hatchet
Theodolite Wild

Transit
Tripod
Leveling Rod
Umbrella

SURGICAL INSTRUMENTS

Diagnostic
Syringe
Contra Angle
Electric Sterilizer
Cotton Holder
Dapen Disc.
Physician Detectomedic
Scale
Thermometer
Waste Receptacle
Amalgam Furnisher

Forceps
Mallet
Rubber Bowl and
Spatula
Cotton Plier
Explorer
Tuberculin Syringe
G.T.S. Tissue
Dental Cuspidor
Holder Bur
Plastic Spa tula

Gooseneck Examining Lamp
Chisel
Elevator
Excavator Spoon
Straight Elevator
Receptacle
Blood Pressure Gauge
Stethoscope
Dental Chair
Carrier & Plugger
Interproximal Scale

METEOROLOGICAL

Rain Gauge

Barometer

Thermometer

BIOLOGICAL INSTRUMENT AND APPARATUS

Weights & Measures
Distilling Apparatus
Manifold
Solid Grinder
Mechanical Timer
Interval
Parshall Measuring

Sieve
Permeability Testing
Equipment
Meter PH
Brass Sieve
Magnifier
Stop Watch

Cylinder, Steel Soil
Filtration Test
Conductivity Bridge
Oven Isotemperature
Stirrer, Drive
Pulviometer

77-426 Fire Fighting Equipment

Fire Truck
Fire Wagon
Buckets
Fire Hose

Fire Extinguisher
Fire Ladder
Hooks

Fire Alarm Apparatus
Hose Nozzle
Chains

77-427 Telegraph, Telephone, Radio & Cable Equipment

Switchboard
Testing Instrument
Walkie Talkie
Radio Phono

Transmitter
Linemen's Outfit
Intercom System
Lightning Arrestor
Tape Recorder

Transceiver
Radio-Telephone System
Portable Public Address
System

77-428 Aircraft and Appurtenances

Airplane

Helicopter

77-429 Breeding Animals

Livestocks

77-430 Miscellaneous Equipment

Helmet
Boots
Paint Brush
Curtain
Drinking Glass
Jar
Umbrella
Glass
Apron
Buzzer
Cooler Jug

Pitcher
Saucer
Mirror
Thermos
Calendar
Drum, empty
Gloves
Knife, kitchen
Hacksaw blade
Flashlight
Ash Tray

Canvass Tent
Cup
Pillow Case
Switch Box
Blanket
Steel Brush
Waste Can
Fork and Spoon
Garden Hose
Eraser
Cool Cushion

Padlock
Battery
Container
Pail
Pillow
Table Runner
Teaspoon
Flag
Balcolite
Casserole, aluminum
Switch
Softballs
Mortal & Pestle
Lavatory
Outer Casing
Funner
Flag Pole
Glassware
Horn
Mitt, Baseman's
Wheel Caster
Urinal
Binder
Protector Hat
Flow

Parallel Arm Door
Closer
Bowl, sugar
Battery Connector
& Holder
Bat
Venetian Blind
Moistener
Inner Tube
Perculator
Power Outlet
Garden Scissor
Splicer
Mitt, Catcher's
Waste Basket
Toilet Bowl
Battery Plate
Pack Bale
etc.
Door Lock
Mops Handle, steel
Bowl, porcelain
Measuring Cup
Glass Tray
Fielder's Glove

Latch
Moulding, for battery
post
Pigeon Hole
Lamp Reflector
Kitchen Sink
Desk Pad
Weeder
Flag Pole Cord
Loose Leaf Folder
Water Meter
Suyod

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
TIONAL IRRIGATION ADMINISTRATION)
Gusaling APC, Diliman
Lungsod ng Quezon

June 30, 1976

S U M M A R Y

A) Inventories (Account 72)

P _____

72-300 - Items for Resale

72-800 - Supplies & Materials (Acquired free of charge)

72-900 - Miscellaneous

_____ P _____

B) Equipment (Account 77)

1. Economic Development (77-400)

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77-427 - Telegraphic, Telephone, Radio and
cable equipment

77-428 - Aircraft and Appurtenance

77-429 - Breeding Animals

77-430 - Miscellaneous Equipment

_____ P _____

Grand Total: --- P _____

CERTIFIED CORRECT :

Chairman, Inventory Committee

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