

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

MC No. 36, s. 1980

MEMORANDUM CIRCULAR

**T O :** THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS, REGIONAL IRRIGATION DIRECTORS, PROJECT/OPERATIONS MANAGERS, PROJECT ENGINEERS, PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPER-INTENDENTS, REGIONAL/PROJECT ACCOUNTANTS/AUDITORS, AND ALL OTHERS CONCERNED  
National Irrigation Administration

**SUBJECT :** Preparation of the Annual Inventory of Real Properties and the Documents to be Submitted Amending M.C. No. 16, s. 1979.

In line with the Agency's efforts in the compilation and documentation of acquired real properties, the mode of preparation of the annual Inventory of Real Properties as required in M.C. No. 16, s. 1979 is modified in accordance with Annex "A" of this Circular.

The Annual Inventory of Real Properties beginning with the 1979 reports shall be reclassified in accordance with the following categories:

- A. Real properties already titled in the name of the NIA, Republic of the Philippines, or Bureau of the Public Works (for lands acquired before the creation of the NIA).
- B. Lands acquired with Declaration of Real Property already in the name of the NIA, RP, or BFW but whose Certificates of Title are not yet registered in the name of the Agency.
- C. Acquired real properties whose Titles and Declarations are still in the name of donor/vendor. The evidence of possession may only be the deeds or contracts entered into by and between the Agency and the landowner.
- D. NIA real properties with no available documents on file.
- E. Real properties leased to the NIA.

All inventory reports, except category "D" above, shall be accompanied with legible xerox/certified true copies of the Certificates of Title with its Memorandum of Encumbrances, if any, latest Declarations of Real Property, Deeds of Sale/Donation/Conveyance/Exchange, Right-of-Way or Lease Contracts, and other related documents. However, Offices who have supported their previous inventory reports with any of the above documents need not attach a copy of the same to subsequent reports.

Field offices who have not acquired any real property, in like manner, are also required to submit the same annual report with the following notations: "NO REAL PROPERTY ACQUIRED AS OF THIS REPORT", duly certified, recommended, approved, and attested by the officials concerned in compliance with the aforesaid Circular.

Attached is a revised inventory report form (Annex "A") for adoption with detailed instructions (Annex "B") for your reference and guidance.

This Circular ~~amends~~ certain portions of M.C. No. 16, s. 1979 and shall take effect immediately.

Strict compliance herewith is enjoined.

Noted:

(SGD.) EMMANUEL F. CAPINPIN  
Auditor VIII, N I A

(SGD.) FIORELLO R. ESTUAR  
Administrator

March 31, 1980.

M.C. No. 36, s. 1980

### INVENTORY OF REAL PROPERTY

(F) As of December 31, 19\_\_

$$\begin{Bmatrix} G \\ H \end{Bmatrix}$$

(I) Sheet \_\_\_\_\_ of \_\_\_\_\_

[illegible]

**Read carefully attached instructions (Annex "B")**

I N S T R U C T I O N S

## Categories of Report:

- A. Mark "X" if: - the Certificates of Title are registered in the name of NIA, RP, BPW. The real property may or may not have been declared with the local Assessor's Office in the name of the Agency.
- B. - the Declarations of Real Property are already in the name of the NIA, RP, BPW but the Titles are not yet registered in the name of the Agency.
- C. - the Titles and Declarations are still in the name of the vendor/donor.
- D. - there are no Titles or Declarations available on file.
- E. - the real property is on lease to the Agency.
- F. End of the Calendar Year.
- G. Office: Regional/System/PIO/Project
- H. Station: City/Town and Province where the principal Office is located.
- I. P a g e: Number of sheets by category as marked "X".

## Columns:

- 1. For categories "A" and "B" only. Indicate the Title (T) and/or Tax Declaration (TD) numbers of the lands registered/declared in the name of the Agency.
- 2. Indicate the purpose for which the real property is being utilized.  
Examples: Office Site, Quarters Site, Working Station Site, Protection Dike, Canal Network, etc.
- 3. Sitio, Barangay, Town/City and Province where the property is located.  
If the present location is different from what appears in the document due to change of name of barangay/town, indicate under the Remarks (Col. 9) the former name appearing in the document.
- 4. Permanent improvements with the cost/value indicated immediately below each item in parenthesis. To illustrate: Office Building  
(P520,000.00)
- 5. Area of the real property in square meters only as shown in the document.
- 6. Mode of Acquisition - such as Absolute Sale, Donation, Lease, ROW, etc.
- 7. Date when the real property was acquired.
- 8. The amount paid for the real property only. The cost or value of improvements shall be indicated under Col. 4.
- 9. Other informations such as title, patent, tax declaration numbers of the real properties still in the name of the Vendor/Donor/Lessor, etc. and other pertinent data.

Submit in three (3) legible copies with the last sheet of each category duly certified, recommended, approved and attested.  
Support each set with the required documents.