

6/22/81

RCV - *[initials]*
OMC - *[initials]*
EBB - *[initials]*
NGC -
AVJ - *[initials]*
SBB - *[initials]*

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

MC# 20 , S. 1981

MEMORANDUM CIRCULAR

TO : REGIONAL IRRIGATION DIRECTORS; PROJECT MANAGERS;
IRRIGATION SUPERINTENDENTS; PROJECT ENGINEERS;
CHIEF OF PROVINCIAL IRRIGATION OFFICES; CHIEF OF
REGIONAL OR GROUP POOL DEPOTS AND ALL OTHERS
CONCERNED
National Irrigation Administration

SUBJECT : Monthly Summary Report of Operation, Maintenance
and Repair Costs.

Inorder to reduce the volume of Monthly Operation,
Maintenance and Repair Costs Report (EM-12) being submitted to
the Central Office which now averages 8,000 sheets monthly and
to facilitate evaluation and processing, it is hereby directed
that effective July, 1981 the attached Monthly Summary Report
of Operation, Maintenance and Repair Costs (Form EM-12A) should
be used in lieu of the said Form (EM-12).

This report (Form EM-12) should be submitted to the
Central Office in duplicate and within 15 days of every succeed-
ing month. For the PIO's, Systems, National Projects, etc, the
Monthly Operation, Maintenance and Repair Costs Report (EM-12)
shall be continued and submitted to their respective Regional
Office/Foreign Funded Project Head Office for proper evaluation,
file and record purposes.

Since the data being gathered are earmarked for computeriza-
tion, it is desired that this report (EM-12A) be accomplished
properly and accurately. (Please refer to the instructions at the
back thereof). The listings should be grouped by equipment type,
major equipment first, followed by minor equipment and numerically,
arranged in accordance with the NIA equipment computer coding, a
copy attached herewith for ready reference.

Compliance hereof is hereby enjoined.

(SGD.) FIORELLO R. ESTUAR
Acting Administrator

Encl. as stated

June 1, 1981

TO: NATIONAL IRRIGATION ADMINISTRATION
EQUIPMENT MANAGEMENT DEPARTMENT
DILIMAN, QUEZON CITY

TO: NATIONAL IRRIGATION ADMINISTRATION
EQUIPMENT MANAGEMENT DEPARTMENT
DILIMAN, QUEZON CITY

[illegible]

Submitted by:

(RID/PIE/PROJ. ENGR/SUPT.)

INSTRUCTIONS ON HOW TO ACCOMPLISH THIS FORM

1. This form should be submitted in duplicate to the central office within fifteen (15) days of every succeeding month and filled up with complete and accurate data for direct feeding to the computer. For PIO's, Irrigation Systems and National Projects, furnish a duplicate copy to the Regional Office.
2. For equipment identification, always place the correct equipment Property and Serial numbers.
3. Equipment Condition - A1 - Equipment operable
A2 - Equipment under repair
R - Equipment recommended for disposal
4. Rental Earned - Actual usage X applicable equipment rental rate.
5. Quantity (Q) - Fuel, Engine Oil, Gear Oil, Hydraulic oil in liters; Grease in kilograms; Batteries, Tires and Filters in number of pieces, with their respective total costs placed below (see sample).
6. Man Hour (M.H.) - Actual hours utilized by operators/drivers under column operation; Servicemen/Mechanic under column Maintenance and Mechanic/Inspector under column Repair. To get equivalent man hour costs in pesos, multiply actual hours utilized by hourly rates of personnel involved including allowances and other fringe benefits. (All the above data from items 2 to 6 should be taken from the Monthly Operation, Maintenance & Repair Cost Report (EM-12))
7. Equipment Grouping - Equipment must be entered in this report by type and by numerical arrangement of equipment computer code; major equipment first followed by minor equipment.
(Pls. refer to equipment computer code listings)
8. Amount (P) - All costs shall be rounded up to the nearest peso.

NIA EQUIPMENT COMPUTER CODING

I. MAJOR/HEAVY EQUIPMENT:

<u>EQUIPMENT TYPE</u>	<u>EQPT CODE</u>
1. Batching Plant, Concrete	02A
2. Bus/Coaster/Ambulance	04A
3. Car	05A
4. Compressor, Air	08A
5. Crane, Crawler	09A
6. Crane, Truck Mounted	10A
7. Crane, Amphibious	11A
8. CS & WI Plant Aggregate	12A
9. Excavator, Crawler	
Backhoe	14A
10. Excavator, Crawler Gradall	16A
11. Jeep Trailer	17A
12. Generator Set	19A
13. Grader, Road	20A
14. Jeep	21A
15. Loader, Crawler w/ Backhoe	15A
16. Loader, Crawler	22A
17. Loader, Wheel w/ Backhoe	23A
18. Loader, Wheel	24A
19. Mixer, Concrete	25A
20. Pick-up	28A
21. P-Wagon/W. Carrier	30A
22. Pump, Centrifugal	33A
23. Rig Drilling	39A
24. Roller Static	41A
25. Roller, Vibratory	42A
26. Roller, Sheepsfoot	43A
27. Scraper, Wheel Tractor	44A
28. Station Wagon	45A
29. Tractor, Crawler	49A
30. Tractor, Farm	50A
31. Truck, Cargo/Stake	51A
32. Truck, Dump	52A
33. Truck, Mixer	54A
34. Truck-Tractor w/Trailer	55A
35. Vibratory, Concrete	59A

II. MINOR EQUIPMENT:

<u>EQUIPMENT TYPE</u>	<u>EQPT CODE</u>
1. Air Drill Machine/ Electric Drill	01B
2. Boat, Speed	03B
3. Chain Saw	06B
4. Compactor, Tamping	07B
5. Drilling Machine/ Fadrig	13B
6. Forklift	18B
7. Motor Cycles	26B
8. Pavement Breaker	27B
9. Pile Hammer	29B
10. Power Tiller	31B
11. Pump, Booster/Sub- mersible Turbine	32B
12. Pump, Grout	34B
13. Pump, High Pressure	35B
14. Pump, Monitor	36B
15. Pump, Propeller	37B
16. Pump, Triplex, Duplex	38B
17. Rock, Drill	40B
18. Tanker, Fuel	46B
19. Tanker, Water	
20. Tank-Trailer, Water	48B
21. Truck, Lubricating	53B
22. Truck, Repair Shop Mobile	56B
23. Truck, Bridge	57B
24. Truck, Oil Field w/ Boom	58B
25. Weed Cutter	60B
26. Welding Machine	61B
27. Gate Machine	62B