

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

MC No. 4, s. 1982

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATOR, OIC, PROC./PROP. DEPT., FINANCE
DIRECTOR, NIA CENTRAL OFFICE; NATIONAL IRRIGATION DIRECTORS,
PROVINCIAL IRRIGATION ENGINEERS, PROJECT ENGINEERS, IRRIGATION
SUPERINTENDENTS, OFFICERS-IN-CHARGE, PROVINCIAL PROPERTY
CUSTODIANS, STOREKEEPERS AND ALL OTHERS CONCERNED.

SUBJECT : Submission of Annual Inventory Report of All NIA Properties as
of December 31, 1981.

In pursuance of the provisions of PD 777 dated August 24, 1975 and General Circular No. 55 dated March 17, 1958, as amended by General Circular No. 57 dated May 7, 1958 of the Commission on Audit (COA) on Inventory of government properties, you are hereby directed to undertake an Inventory of all NIA properties as of December 31, 1981. This shall be accomplished in General Form No. 41(A). The report shall include equipment and properties that are found at station, stating the source of fund, if any. The inventory report shall be accompanied by an updated Memorandum Receipt duly signed by the incumbent Chief of Office or his duly authorized representative.

A separate report is also required from Project/Field Office for the Inventory of all NIA Finance Equipment the acquisition cost of which has not yet been fully paid by the concerned contractor/contracting firm using the attached form, (Annex A).

The Inventory Committees hereunder are hereby constituted:

- A) Provincial Irrigation Office, Irrigation Systems and/or Projects
- | | |
|--|------------|
| Property Clerk | - Chairman |
| Accounting Clerk | - Member |
| One (1) other member to be designated
by head of office | - Member |
| COA Auditing Examiner | - Witness |
- B) Regional Office and/or Depot
- | | |
|--|------------|
| Regional Property Officer | - Chairman |
| Regional Accountant | - Member |
| Regional Equipment Engineer | - Member |
| Regional Auditor or his authorized
representative | - Witness |
- C) Special Projects
- | | |
|---|------------|
| Project Supply and/or Property Officer | - Chairman |
| Project Accountant | - Member |
| Project Equipment Engineer | - Member |
| Project Auditor or his authorized
representative | - Witness |
- D) NIA Central Office, Quezon City
- | | |
|--|------------|
| NIA Warehouse, MAS Compound, Manila | |
| NIA Motorpool, Fort Santiago, Manila | |
| NIA Warehouse, Visayas Ave., Quezon City | |
| OIC, Property Division | - Chairman |
| Chief Corporate Accountant | - Member |
| OIC, Equipment Repair & Evaluation
Division | - Member |
| OIC, Foreign Loan Acctg. Division | - Member |
| COA authorized representative | - Witness |

E) Consolidated Inventory Report

OIC, Property Division	- Chairman
OI C, Corporate Accountant	- Member
OIC, Equipment Repair & Evaluation Division	- Member
COA authorized representative	- 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	72-260
2. Supplies and Materials	72-800
3. (Acquired free of charge)	
3. Miscellaneous	72-900

- B) Land & Land Improvements (Account 77)
(To be submitted by the Foreign Loan Accounting Division & the General Accounting Division, Controllership Department).

C) Furniture Equipment & work animals (Account 8-79) 79-800

1. Economic Development

- a) 79-811 - Watercraft and appurtenances
- b) 79-812 - Motor Vehicles, land transportation equip. & accessories
- c) 79-813 - Construction Equipment and accessories
- d) 79-814 - Industrial Machineries and Implement
- e) 79-815 - Hand Tools
- f) 79-816 - Furniture and Office equipment
- g) 79-817 - Industrial and Scientific Exhibits
- h) 79-818 - Ordinance, non-expendable supplies and equipment
- i) 79-819 - Technical and Scientific equipment
- j) 79-820 - Fire Fighting Equipment
- k) 79-821 - Telegraphic, Telephone, Radio and Cable equipment
- l) 79-822 - Aircraft and Appurtenances
- m) 79-823 - Work Animals
- n) 79-824 - Books
- o) 79-829 - Other equipment

2. Columns on said General Form 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 as of Dec. 31, 1981 based on updated equipment ledger cards, supplies ledger cards and other available and existing property documents.

b) Column 14 - Remarks

The Property or Supply Officer shall state the names of employees to whom equipment is/are issued on Memorandum Receipt on file and the whereabouts, that is, the exact location of said equipment. The equipment inspector and/or engineers shall ascertain the condition of the equipment and the condition shall be indicated on this column.

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

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

3. The report must have a summary showing the total value of properties listed in each group, using the attached form. (Annex B)
4. On the last page of the Inventory Report, the Chairman and the members of the Inventory Committee should certify to the correctness of the report made and the auditing representative should attest to the correctness of the report.
5. The Chief of Office or Officer-in-Charge should recommend the approval of the Inventory Report. All reports should be transmitted to the Regional Irrigation Director 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 OIC, Procurement/Property Dept., and attested by the COA authorized representative.

All Inventory Reports (original and three copies) should reach the Property Division. Procurement/Property Dept., not later than January 31, 1982 for consolidation with the report of the Central Office. To ensure the submission of this reports within the deadline, the Regional Irrigation Directors, Project Chiefs and/or Project Managers are hereby directed to follow up the preparation and the processing of this inventory reports in the different offices under their supervision and jurisdiction.

The consolidated inventory reports shall bear the certification of the Inventory Committee consisting of the OIC, Property Division, as Chairman, OIC, Foreign Loan Accounting Division and Chief Corporate Accountant as member, OIC, Equipment Repair and Evaluation Division as member, and COA authorized representative as witness. It shall be recommended for approval by the OIC, Procurement/Property Dept., approved by the Administrator, attested by the Corporate Auditor and thereafter be submitted to the Chairman, Commission on Audit not later than February 14, 1982.

Strict compliance hereof is enjoined.

(SGD.) FIORELLO R. ESTUAR
Administrator

NOTED:

(SGD.) ARGNANI O. SALDUA
Auditor VIII

/tcg

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

December 31, 1981

S U M M A R Y

A) Inventories (Account 72)	P _____
72-360 - Items for Resale	_____
72-800 - Supplies & Materials (Acquired free of charge)	_____
72-900 - Miscellaneous	_____ P _____
B) Land, Land, Improvement (Account 77)	
C) EQUIPMENT (Account 79)	
1. Economic Development (79-800)	
79-811 - Watercraft and Appurtenances	_____
79-812 - Motor Vehicles Land Transtation Equipment	_____
79-813 - Construction Equipment & Accessories	_____
79-814 - Industrial Machinerries and Implement	_____
79-815 - Hand Tools	_____
79-816 - Furniture and Office Equipment	_____
79-817 - Industrial and Scientific Exhibits	_____
79-818 - Ordinance, Non-Expendable Supplies and Equipment	_____
79-819 - Technical and Scientific Equipment	_____
79-820 - Fire Fighting Equipment	_____
79-821 - Telegraphic, Telephone, Radio and Cable Eqpt.	_____
79-822 - Aircraft and Appurtenances	_____
79-823 - Work Animals	_____
79-824 - Books	_____
79-829 - Other Equipment	_____ P _____
GRAND TOTAL - -P	_____

CERTIFIED CORRECT:

Chairman, Inventory Committee

LIST OF INVENTORY ITEMS, LAND, LAND IMPROVEMENT AND STRUCTURES
AND VARIOUS EQUIPMENT LISTED UNDER EACH ACCOUNT FOR REFERENCE
AND GUIDANCE IN THE PREPARATION OF 1981 INVENTORY REPORT

A) (Inventories (Account 72))

- 72-360 - ~~Items for resale~~ water
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 Dec. 31, 1981 shall be listed under this account.

B) Land and Land Improvements (Account 77)

(To be submitted by the Foreign Loan Accounting Division and General Accounting Division, Controllershship Dept.)

77-813 - Economic Development

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

77-908 - Construction in Process

The total construction cost as of December 31, 1981 of irrigation projects under construction including building, land, land improvement, headgate, canals, and laterals etc., shall be listed under this account.

C) - Furniture, Equipment & Work Animals (Account 79)

1. Economic Development (79-800)

79-811 - Watercrafts and Appurtenances

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

79-812 - Motor Vehicles land transportation equipment and accessories

Automobiles	Jeep	Pick-up
Bicycle	Motorcycle	Station Wagon

79-813 - Construction Equipment and accessories

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

79-814 - Industrial Machinery and Implement
TRACTORS

Tractor crane	Tractor Units	Tractor Wheeled
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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 Roundabout	Scraper, carry-all
Crane, shovel crawler	Tagline
Crane, shovel, mounted	Terratrak
Crane, shovel, trailer mounted	Tournatractor or Tournadozer
Tournapull	Tournarocker

CRUSHING, SCREENING AND WASHING MACHINE

Car Washer	Jaw Crusher	Washing & screening
Combination crusher	Rock Crusher	
Gyrenory crusher	Vibrating screens	

CONCRETE EQUIPMENT

Bar Bänder	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	Holer Ons	Pneumatic Hammer
Air Drill	Impact wrench	Rivet Bushing
Concrete Grinder	Jack Hammer or	Riveting Hammer
Drill Sharpener	paving Breaker	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	SandBlaster
	& Drug	
Grader Elevating	Road Mixer	Trolley Batcher

ELECTRIC EQUIPMENT

Electric Drill Portable	Electric Wrench
Electric Flexible Shaft	Generator Units
Electric Grinder Portable	Transformer

PUMP

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

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
Battery Charger	Ignition test set	Tampers pneumatic
Brake Relining & Riveting Machine	Jack (all types)	Tap & Die
Caliper	Line Boring Machine	Tester: Injection pump
Chain Block or Hoist	Lubricating Machine	Threading & cutting machine
Compression Tester	Magnet Magnitizer	Valve Lifter
Connecting rod aligner	Maintenance Puller	Valve Refacers & seat
	Micrometer, speed counter	
Conveyor Roller	Numbering Machine	Volume pump
Crankshaft grinder	Pyrometer	Welding outfit (acetylene)
Dispenser Pump	Ridge Reamer	Welding outfit (electric)
Drill Presses	Rubber Repair outfit	Wheel balancer
Floor crane	Scale (Winslow	Tester, insulator and cleaner
Furnaces	Aggregated)	
Henning set	Sinker Drill	
Lather, sharpener, milling machine and slotters planer		

79-815 - HAND TOOLS

Adzes	Hack Saw	Saws
Anvils	Hammer (all types)	Scraper
Axes	Hand drill	Screwdrivers
Blow Torch	Hedge	Shovels
Bolo	Hoes	Oiler
Brace Drill	Jack screw	Tongs

Cont. of Hand Tools

Center Punch	Pickmattock	Trimmer
Chisel	Planes	Steel tape rules
Chucks	Plier (all types)	Vises (all types)
Clamp (all types)	Rush rules	Grease gun lever
Drill Bits	Prying tools	Trowel
Extractor	Pump-air hand	Wrenches (all types)
File	Rasps	Takes
Forges	Tatches	Plumb bob

79-816 - FURNITURE AND OFFICE EQUIPMENT

FURNITURE

Bed	Desk	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	Hopper accordion	Picture Developing tanks
Books	Index, steel	Photographic Roller
Bundy clock	Ink, stand	Polisher
Calculating machine	Lamps	Portfolio
Catalog	Manual	Printing Presser
Cardex, stell	Mimeographing Machine	Refrigerator
Check master	Numbering Machine	Steel Locker Cabinet
Collection safes (vaults)	Storage Cabinet	Staple Wire Remover
Copy holder	Tape Machine "Dymo"	Slide Project
Dater	Validating Machine	Trimming & Cutting Machine
Stapler	Fountain Pen	Filing Cabinet
Table Clock		
Typewriter		
Filing safe, cabinet		

79-817 INDUSTRIAL AND SCIENTIFIC EXHIBITS

All kinds of exhibits created or fabricated for public display

79-818 ORDNANCE

Belt	Holster	Rifle
Carbine	Magazine	Shotgun
Cartridge	Pistol	Straps and other accessories
Cleaning rod	Revolver	

79-819 TECHNICAL AND SCIENTIFIC EQUIPMENT

DRAWING INSTRUMENT

Amless Mechanical	Drawing set	Edging Machine
Integrators	Lettering set	Erograph
Atomizer	Midget Circular slide	Tracing Board
Center screw compasses	Pantograph	Protractor
& dividers	Planimeter	Slide rule
Compensating Planimeter	Drawing set	Straight edge
Drafting Machine	Drafting Kit	T-square
Triangle	Triangular scale	Template

SURVEYOR'S INSTRUMENTS

Alidade outfit	Pole range	Transit
Altimeter	Steel tape	Tripod
Chain band	Stadia rod	Leveling rod
Compass	Surveyor's bush hook	Umbrella
Dumpy level	Surveyor's stake hatchet	
Plumb bob string tar-	Theodolite wild	
get		

SURGICAL INSTRUMENT

Diagnostic
Syringe
Contra Angle
Electric Sterilizer
Cotton Holder
Dapen Disc
Physician Deterto-
 medic Scale
Thermometer
Waste Receptacle
Amalgam Furnisher

Forceps
Mallet
Rubber Bowl & Spatula
Cotton Plier
Explorer
Tuberculin syringe
G.T.S. Tissue
Dental Cuspidor
Holder Bur
Plastic spatula

Gooseneck Exam. Lamp
Chisel
Elevator
Excavator Spoon
Straight Elevator
Receptacle
Blood Pressure gauge
Stethoscope
Dental chair
Carrier & Plugger
Interproximal scale

METEOROLOGICAL

Main gauge

Barometer

Thermometer

BIOLOGICAL INSTRUMENT AND APPARATUS

Weights and Measure
Distilling Apparatus
Manifold
Solid Grinder
Mechanical Tester
 Interval
Parshall Measuring

Sieve
Permeability Testing
 Eqpt.
Meter PH
Brass Sieve
Magnifier
Stop Watch

Cyl. Steel Soil
Filtration Test
Conducvivity Bridge
Oven Isotemperature
Stirrer, drive
Pulviometer

79-820 FIRE FIGHTING EQUIPMENT

Fire Truck
Fire Wagon
Buckets
Fire Hose

Fire Extinguisher
Fire Ladder
Hooks

Fire Alarm Apparatus
Home Nozzle
Chains

79-821 TELEGRAPHIC, TELEPHONE, RADIO & CABLE EQUIPMENT

Switchboard
Testing instrument
Walkie Talkie
Radio Phono
Tape Recorder

Transmitter
Linemen's Outfit
Intercom System
Lighting Arrester

Transceiver
Radio-Telephone System
Portable Public Address
 System

79-822 AIRCRAFT & APPURTENANCES

Airplane

79-823 WORK ANIMALS

Livestock

79-824 BOOKS

79-829 OTHER EQUIPMENT

Helmet
Boots
Paint brush
Curtain
Drinking glass
Jar
Umbrella
Glass
Apron
Buzzer
Cooler jug
Padlock
Battery
Container
Pail
Pillow
Table runner
Teaspoon
Flag
Balcolite
Caserole, aluminum
Switch
Softballs

Pitcher
Saucer
Mirror
Thermos
Colander
Drum, empty
Gloves
Knife, kitchen
Hacksaw blade
Flashlight
Ash Tray
Parallel arm door
 closer
Bowl, sugar
Battery connector
 & holder
Bat
Venetian blind
Moistener
Inner tube
Perculator
Power Outlet
Garden scissor

Canvass tent
Cup
Pillow case
Switch box
Blanket
Steel brush
waste can
Pork & spoon
Garden hose
Braser
Cool Cushion
Latch
Moulding, for battery post
Pigeon hole
Lamp Reflector
Kitchen sink
Desk pad
Weeder
Flag pole cord
Loose leaf folder
Water meter
Suyod
Mortal & Pestle