

Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
(TANGGAPAN NG TAGAPANGASIWA)  
Lungsod ng Quezon

MC # 11, s. 1983

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION DIRECTORS, PROJECT MANAGERS, IRRIGATION SUPERINTENDENTS, PROJECT ENGINEERS, CHIEF OF REGIONAL AND GROUP POOL/DEPOTS AND OTHERS CONCERNED

SUBJECT : Clarification/Amendments to MC #42, s. 1968 and Additional Instruction to MC #20, s. 1981

Hereunder are clarifications/amendments to MC #42, s. 1968 regarding the use/lease of NIA construction equipment and motor vehicles and additional instruction in the accomplishment of Monthly Operation, Maintenance and Repair Cost Report per MC #20, s. 1981.

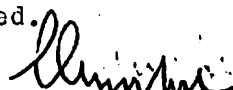
I. Clarifications/Amendments to MC #42, s. 1968

1. A Contract of Lease of equipment shall be executed between the Lessee and NIA if the request for lease is more than five (5) days. A copy of the Contract of Lease together with a copy of Monthly Equipment Utilization Report (EM 3A) of the equipment used by the lessee shall be furnished the Administrator (Attn.: Equipment Management Department) for information and file within the 15th of the succeeding month. For lease of equipment of not more than five (5) days, no lease contract will be required but a copy of EM 3A duly confirmed by the lessee shall be furnished the Central Office.
2. Request for transfer of equipment from Region/Projects to other Regions/Projects and lease to Private Parties shall be approved by the Administrator.

II. Additional Instruction to MC #20, s. 1981

1. In case an equipment is used/leased by private contractor or other government agencies, such use shall be reported in the Monthly Summary Report of Operation, Maintenance and Repair Cost (EM 12A) indicating therein the Lessee, rental earned, number of hours used and other data as may be necessary. Attached is an illustrative example for your guidance.

Strict compliance is hereby enjoined.

  
CESAR L. TECH  
Administrator

17  
March 16, 1983

(Form EM-12A)

Month of \_\_\_\_\_, 19\_\_

[illegible]

Submitted by:

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