

Republika ng Pilipinas

PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)

Tanggapan ng Tagapangasiwa
Lungsod ng Quezon

Tel. Nos. 97-60-71 to 78

Cable Address: NIAPHIL

MC # 38, s. 1983

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS
AND STAFFS, REGIONAL IRRIGATION DIRECTORS, OPERATION/
PROJECT MANAGERS, AND ALL OTHERS CONCERNED.

SUBJECT : Disposal of Unserviceable Property and Excess
Equipment and Materials of the Agency.

In order to expedite the disposal of unserviceable property and excess equipment and materials, the following guidelines/procedures shall be observed by all concerned in addition to existing applicable circulars:

Reports and Appraisal:

1. Inspection & Inventory Reports and Appraisal:

- a. I & I Reports for approval shall be forwarded to the Property Division, Attention: Mr. Medin G. Diño.
- b. Mr. Pedro T. Villarama, or Mr. Miguel Beringuela as the case may be, shall conduct the necessary inspection of the items stated in the I & I Reports.
- c. After approval of the I & I Reports, the same shall be returned to the field office for appraisal of the items by the appraisal committee.
- d. Appraisal reports shall be approved by the Administrator after which public auction shall be undertaken by the respective Auction Committees

II. Auction and Disposal:

- a. Immediately after receipt of the approved appraisal reports, the auction committee shall proceed to the auctioning of the items.

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- b. If the appraised value of the property is more than ₱100,000.00, the Assistant Administrator for Administrative Services shall determine the necessity of conducting simultaneous biddings in the NIA Central Office and Field Office.
- c. Awards shall be approved by the Administrator.
- d. Awardees should make their full payment first before items can be removed.

Mr. Medin G. Diño, Division Manager, is hereby designated as Action Officer for the disposal of these excess and/or unserviceable property. He shall monitor all the activities of each office pertaining to disposal and report to the Administrator through the Assistant Administrator for Administrative Services the progress of these activities. All offices in the NIA are hereby enjoined to assist and/or cooperate with him in the discharge of his duties.

THIS MC SHALL TAKE EFFECT IMMEDIATELY.


CESAR L. TECH
Administrator

Remember,
November 28, 1983