

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

MC No. 5 S. 1984

TO : THE ASSISTANT ADMINISTRATORS, DEPARTMENT/STAFF HEADS;
REGIONAL IRRIGATION DIRECTORS, OPERATION/PROJECT MANAGERS;
PROVINCIAL IRRIGATION ENGINEERS, PROJECT ENGINEERS, IRRIGATION SUPERINTENDENTS, SUPPLY OFFICERS, PROPERTY CUSTODIANS, STOREKEEPERS AND ALL OTHERS CONCERNED.

SUBJECT : Submission of Annual Inventory Report on all NIA Property
as of December 31, 1983.

Pursuant to 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 property, you are hereby directed to undertake an Inventory of all NIA property as of December 31, 1983. This shall be accomplished in General Form No. 41(A). The report shall include equipment and property 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 Offices for the inventory of all NIA-financed equipment the acquisition cost of which has not yet been fully paid by the contractor/contracting firm concerned using the attached form (Annex A).

The Inventory Committees hereunder are hereby constituted:

A) Provincial Irrigation Office, Irrigation System and/or Project

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

OIC, Property Division	- Chairman
OIC, General Accounting Division/ Foreign Loans Accounting Div.	- Member

OIC, Equipment Repair & Evaluation Division - Member
COA authorized representative - Witness

E) Consolidated Inventory Report

OIC, Property Division - Chairman
OIC, General Accounting Div./Foreign
Loans Accounting Division - Member
OIC, Equipment Repair & Evaluation Division - Member
COA authorized representative - Witness

The above created Inventory Committees are hereby directed to observe the following:

1. All NIA property shall be grouped in accordance with the ff:
(See attached sheets for grouping and/or classification of the various NIA property)

A) Inventories (Account 72)

1. Items for resale 72-360
2. Supplies and Materials 72-800
(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 Div., Controllership Dept.)

C) Furniture, Equipment & Work Animals (Account 79) 79-900

1. Economic Development

- a) 79-811 - Watercraft and appurtenances
- b) 79-812 - Motor Vehicles, Land Transportation Equip. & access.
- c) 79-813 - Construction Equipment & accessories
- d) 79-814 - Industrial Machineries & Implement
- e) 79-815 - Hand Tools
- f) 79-816 - Furniture & Office Equipment
- g) 79-817 - Industrial & Scientific Exhibits
- h) 79-818 - Ordnance, non-expendable supplies and equipment
- i) 79-819 - Technical & Scientific Equipment
- j) 79-820 - Fire Fighting Equipment
- k) 79-821 - Telegraphic, Telephone, Radio and Cable equipment
- l) 79-822 - Aircraft & 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 up

a) Columns 1 to 13

The property or Supply Officer shall list down and enter all equipment and other property under his custody as of December 31, 1983 based on updated equipment ledger cards, supplies ledger cards and other available property documents.

b) Column 14 - Remarks

The Property or Supply Officer shall state the names of the employees to whom the equipment are issued as indicated in the memorandum receipts on file and the equipment's whereabouts - that is, the exact location of the equipment. The equipment inspector and/or engineers shall ascertain the condition of the equipment and indicate the same in 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 property 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 same.
 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 Manager in case of Special Projects for approval. Later on, these shall be transmitted to the Regional Auditor or Project Auditor for attestation.

NIA Central Office, Quezon City, NIA Warehouse, MAS Compound, Manila, Inventory Reports shall be approved by the Head, Procurement & Physical Resources Dept., and attested by the authorized COA representative.

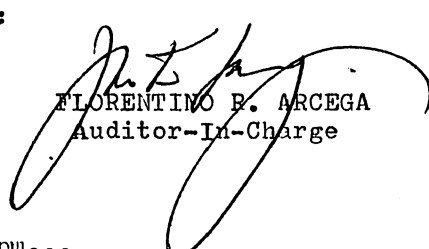
All Inventory Reports (original and three copies) should reach the Property Division, Procurement & Physical Resources Dept., not later than March 31, 1984 for consolidation with the report of the Central Office. To ensure the submission of these reports within the deadline, the Regional Irrigation Directors, 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 be certified by the Inventory Committee which consists of the Chief, Property Division (as Chairman), the Chiefs, General Accounting Division, Foreign Loans Accounting Division and Equipment Repair & Evaluation Division (as members) and an authorized COA representative (as witness), recommended by the Head, Procurement & Physical Resources Dept. for approval of the Administrator, attested by the Corporate Auditor and submitted to the Chairman of the Commission on Audit not later than April 30, 1984.

Strict compliance is hereby enjoined.


CESAR L. TECH
Administrator

NOTED:


FLORENTINO B. ARCEGA
Auditor-In-Charge

MSD/EGA/lpm...

ANNEX 8

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

December 31, 1983

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. Economics Development (79-800)	
79-811 - Watercraft and Apputances	_____
79-812 - Motor Vehicles Land Transprtation Equipment	_____
79-813- Construction Equipment & Accessories	_____
79-814 - Industrial Machinerics 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	_____
79-820 - Fire Fighting Equipment	_____
79-821 - Telegraphic, Telephone, Radio and Cable Equipment	_____
79-822 - Aircraft and Appurtances	_____
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 1983 INVENTORY REPORT

A) (Inventory (Account 72))

- 72-360- Items for resale
All irrigation water pump for sale to pump resepiant.
- 72-800- Supplies and materials (Acquired free of charge)
All world Food Programs 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.)

- 77-818- Economics 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 project under construction including building, land, land improvement, headgate, canals, and laterals etc., shall be listed under this account.

C) Equipment (Account 79)
1. Economics 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	Motrocycle	Station Wagon

79-813- Construction Equipment and Accessories

Catgo Truck	Platform Truck	Truck Tractor
Dump Truck	Shop Mibile 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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EXCAVATION 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)	Fornt End Loader, tire mounted
Conveyor, belt portable	Dradall
Crane Austine	Road ripper or rooter
Crane Roundabout	Scraper, carry-all
Crane, shovel crawler	Tagline
Crane, shovel mounted	Terratrac
Crane, shovel, trailer mounted	Tournatractor or Tournadozer
Tournapul	Tournarocker

CRUSHING, SCREENING AND WASHING MACHINE

CAR Washer
Combination crusher
Gyrenory crusher

Jaw Crusher
Rock Crusher
Vibrating screens

Washing & screening

CONCRETE EQUIPMENT

Bar Bender
Bar Cutter
Batching Plants
Concrete cart

Concrete Finishers
Concrete Mixer
Concrete Pipe Mould
Concrete Speeders

Concrete Vibrators
Fine Grader
Form Grader
Road Pavers
Wheelbarrows, rubber tire

AIR COMPRESSOR AND ALL PNEUMATIC TOOLS

Air Compressor
Air Drill
Concrete Grinder
Drill Sharpener

Holer Ons
Impact wrench
Jack Hammer or
paving Breaker

Pneumatic Hammer
Rivet Bushing
Riveting Hammer
Wagon Drill

ROAD EQUIPMENT

Asphalt Distributor
Asphalt Pavers
Asphalt Plants
Briscoe Ditcher
Chip Spreaders
Grader Elevating

Grader, Road Motorized Road Roller
Grader, Road Towed
Maintenance Patching
Maintenance Pumilla
Road Broom Rotary & Drug
Road Mixer
Tank Asphalt
Tank Fuel
Tank Water
Sand Blaster
Trolley Batcher

ELECTRIC EQUIPMENT

Electric Drill Portable
Electric Flexible Shaft
Electric Grinder Portable

Electric Wrench
Generator Units
Transformer

PUMP

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

SAW AND SAWMILL

Chain Saw
Power Saw

Pneumatic Saw
Saw Mill

Table & Branch Saw

SHOP EQUIPMENT

Amprobe
Analyzer
Armature Growler
Battery Charger
Brake Relining &
Riveting Machine
Caliper
Chain Block or Hoist
Compression Tester
Connecting road aligner
Conveyor Roller
Crankshaft grinder
Dispenser Pump
Drill Presses
Floor crand
Furnaces
Henning set
Lather, sharpener, milling machine and slotters planer

High pressure cleaner
or steam
Hydraulic press
Ignition test set
Jack (all type)
Line Boring Machine
Lubricating Machine
Magnet Magnitizer
Maintenance Puller
Micrometer, speed counter
Numbering Machine
Pyrometer
Ridge Reamer
Rubber Repair outfit
Scale (Winslow)
Aggregated)
Sinker Drill

Soldering gun
Soldering outfit
Surface grinder
Tampers pneumatic
Tap & Die
Toaster Injection pump
Threading & outting
machine
Valve Lifter
Valve Refacer & seat
Volume pump
Welding outfit (acetylene)
Welding outfit (electric)
Wheel balancer
Tester, insulator and
cleaner

79-815- HAND TOOLS:

Adzes
Anvils
Axes
Blow Torch
Bolo

Hack Saw
Hammer (all types)
Hand drill
Hoes

Saws
Scraper
Screwdrivers
Shovels

Cont. of hardware

Center Punch	Pickmattock	Trimmer
Chisel	Planes	Steel tape rules
Chucks	Plier(all types)	Vises(all types)
Clamp(all types)	Rush rule	Grease gun lever
Drill Bits	Prying tools	Trowel
Extractor	Pump-air hand	Wrenches(all type)
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	Matrach	Tables
Chairs	Map Shelves	Tray
Counters	Mattress	

OFFICE EQUIPMENT

Abacus	Dry seal	Paper cutter
Adding Machine	Duplicating Machine	Pencil shappener
Air Conditioner	Electric Fans	Perforaotr(Puncher)
Attache case	Electric range	Photographic dryer
Bag	Hopper accordion	Picture Dev. tanks
Books	Index, steel	Photographic Roller
Bundy clock	Ink, stand	Polisher
Calculating Machine	Lamps	Portfolio
Catalog	Manual	Printing Presser
Cardex, steel	Himeographing 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	Validaitng 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 of fabricated for public display

79-818 - ORDINANCE

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

79-819 - TECHNICAL AND SCIENTIFIC EQUIPMENT

DRAWING INSTRUMENT

Amsless Mechanical Integ-	Drawing set	Edging Machine
rators	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	Umbrellä
Dumpy level	Surveyor's stake	
	hatchet	
Plum bob string target	Theodolite wild	

SURGICAL INSTRUMENT

Diagnostic Syringe	Forceps	Gooseneck Exam. Lamp
Contra angle	Mallet	Chisel
Electric sterilizer	Rubber bowl & Spatula	Elevator
Cotton holder	Explorer	Excavator spoon
Dapen disc	Cotton Plier	Straight Elevator
Physician Detectomedio Scale	Tuberculin syringe	Receptacle
Thermometer	G.T.S. Tissue	Blood pressure gauge
Waste Receptacle	Dental Cuspidor ²	Stethoscope
Amalgam furnisher	Holder bur	Dental chair
	Plastic spatula	Carrier & Plugger
		Interproximal scale

METEOROLOGICAL

Rain gauge	Barometer	Thermometer
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BIOLOGICAL INSTRUMENT AND APPARATUS

Weights and Measure	Sieve	Cyl. Steel Soil
Distilling Apparatus	Permeability testing Equipment	Filtration test
Manifold		Conductivity Bridge
Solid Grinder	Meter PH	Oven Isotemperatures
Mechanical Tester	Magnifier	Pulviometer
Interval	Brass Sieve	Stirrer, drive
Parshall Measuring	Stop Watch	

79-820 - FIRE FIGHTING EQUIPMENT

Fire truck	Fire Extinguisher	Fire alarm Apparatus
Fire Wagon	Fire Ladder	Home Nozzle
Buckets	Hooks	Chains
Fire Hose		

79-821 - TELEGRAPHIC? TELEPHONE? RADIO? & CABLE EQUIPMENT

Switchboard	Transmitter	Transceiver
Testing instrument	Linesmen's Outfit	Radio-Telephone System
Walkie Talkie	Intercom System	Portable Public Address System
Radio Phono	Lighting Arrester	

79-822 - AIRCRAFT & APPURTANCES

Airplane

79-823 - WORK ANIMALS

Livestock

79-824 - BOOKS

79-829 - OTHER EQUIPMENT

Helmet	Pitcher	Canvass tent
Boots	Saucer	Cup
Paint brush	Mirror	Pillow case
Curtain	Thermos	Switch box
Drinking glass	Calendar	Blanket
Jar	Drums, empty	Steel brush
Umbrella	Gloves	waste can
Glass	Knife, kitchen	Pork & spoon
Apron	Hacksaw blade	Garden hose
Buzzer	Flashlight	Braser
Cooler jug	Asg tray	Cool Cushion
Padlock	Parallel arm door closer	Latch
Battery		Moulding for battery post
Container	Bowl, sugar	Pigeon hole
Pail	Battery connector & holder	Lamp Reflector
Pillow		Kitchen sink
Table runner	Bat	Desk pad
Teaspoon	Venetian blind	Weeder

continuation for er equipment:

Flag	Moistener	Flaf pole cord
Balcolite	Inner tube	Loose leaf folder
Caserole, aluminum	Perculator	Water meter
Switch	Power outlet	Suyod
Softballs	Garden Scissor	Mortal & Pestle