

8/14/85
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YMR - *[initials]*
SBB - *[initials]*
FOR -

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

MC # 36, s. 1985

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, DEPARTMENT/STAFF/
HEADS, REGIONAL IRRIGATION DIRECTORS, PROJECT/
OPERATIONS MANAGERS, PROVINCIAL IRRIGATION ENGI-
NEERS, PROJECT ENGINEERS, IRRIGATION SUPERINTEN-
DENTS AND ALL OTHERS CONCERNED
This Agency

SUBJECT : Inventory of Lands Acquired By the NIA

One essential input in the preparation of Project Completion Reports (PCRs) on newly completed foreign-assisted and/or locally funded NIA projects is the inventory of parcels of land acquired by the project through sale, lease, donation, expropriation or any similar mode of acquisition, including inventories of paid and unpaid plant, crop and other damages incident to the construction and/or rehabilitation of national irrigation systems.

In order that said data required in the report on every newly completed project are made readily available, it is hereby directed that the aforementioned inventories, using the attached forms marked as Annexes "A" and "B" of this Circular, shall be undertaken in accordance with the instructions enumerated hereunder by all on-going NIA projects:

1. The attached forms must be reproduced in legal size bond or mimeograph papers in order to maintain a uniform file of records of subject data in the central and field offices.
2. Unpaid real properties, plants, crops and other damages including untitled and unregistered acquired real properties previously reported in any inventory report, should be included in subsequent inventory report/s when actual payment, titling and/or registration have been made, indicating under the "Remarks" column of the inventory report opposite each item the following information, whichever is applicable:
 - a. Previously reported as Unpaid as of _____, 19____.
 - b. Previously reported as Untitled as of _____, 19____.
 - c. Previously reported as Unregistered as of _____, 19____.
3. Parcels of land acquired through any mode of acquisition for use as office sites, WMT/GK/DT working

stations/quarters, including sites for pumping stations and similar project facilities, should be titled and the corresponding Tax Declaration secured in the name of NIA in accordance with existing laws, rules and regulations. Parcels of land acquired for access/service roads, main canals, laterals, sub-laterals, main and/or supplementary farm ditches need not be titled in the name of NIA but the areas acquired should invariably be annotated by the Registrar of Deeds at the back of the Certificates of Title and the same segregated from the Tax Declaration of the landowners concerned.

4. Certificates of Title of landowners whose properties are traversed by the project facilities, duly annotated by the Register of Deeds must be clearly reproduced in their entirety and the reproduced copy must be attached to the inventory report submitted.
5. Project Offices must retain for their file and reference a duplicate or reproduced copy each of all documents forwarded to the Treasury Department.

Subject inventories shall be undertaken by all on-going projects which have not as yet been inventoried by C.O. and Regional/Project Staff as of this date. Initial inventory report of these projects should be made as of June 1985 and every semester thereafter to be submitted to this office; Attention: Treasury Department.

All inventory reports must be supported by relevant documents, such as Deeds of Sale/Donation, Lease Contract, Certificates of Title, Tax Declaration, etc.

Queries related to the accomplishment of said inventories may be addressed to this Office, Attention: Treasury Department, for clarification purposes.

Strict compliance is hereby enjoined.

(SGD.) CESAR L. TECH
Administrator

July 24, 1985

INSTRUCTIONS IN FILLING FORM ON LAND ACQUISITION

Annex "A" -1

A. Name and Office Address of Project

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B. Blank line before "REAL PROPERTIES" ACQUIRED".

- a. Indicate if the list is for "PAID" properties.
- For "UNPAID" properties, prepare separate lists.
- b. The date of the Project Inventory.

C. Lines in the upper right hand corner:

- a. District, Division, Area or Zone. Ex. Diversion Works, Campsite
- b. Location

D. Number of Sheets

Columns:

1. Name of landowner appearing in the Certificate of Title and present address -
2. Title number and the province issuing the Title. Immediately below is the pertinent-Tax Declaration number and the year it was assessed.
3. Complete Lot number appearing in the Title & Tax Declaration.
4. Location of the Lot as per Title & Tax Declaration. If the name of Sitio, Barangay or Town has been changed, enclosed in parenthesis the new name.
5. Area, in Square meter, acquired by the NIA.
6. Actual cost agreed upon by the landowner and the NIA. If formal agreement has not yet been concluded, the fair market value of the property be indicated in column 6 with the corresponding remarks under Col. 13.
7. Land classification as appearing in the Owner's Tax Declaration.
8. How it is being utilized by the Project. Ex. Main Canal, Sub-Lateral B-1, Service Road, etc.
9. This column is for PAID PROPERTIES only. Indicate the Check Number, date of issue, amount of the Check, and the Office who made payment.
10. This column is for PAID properties only. Indicate the Title number if the property has already been titled in the name of the NIA.
11. This column is for PAID properties only. Indicate the Tax Declaration number if the Tax Declaration of the same property has already been secured from the Assessor's Office.
12. A cadastral parcellary map of the area covered by the project facilities must be attached to this listings for PAID and UNPAID Right-of-Way and ROW damages. It must be reproduced in a tracing paper with a scale 1:10,000. The whole sheet to be cut into sections, size 18.5 cm x 29 cm and numbered. The number of the sheet or page is to be indicated in Col. 12 as reference.
13. State other relevant informations desired under this column along the same line as listed.

IMPORTANT: This form must be reproduced in legal size bond or mimeograph paper only to maintain a uniform filing of records in the Central Office.

PREPARE SEPARATE LIST OF LAND ACQUIRED FREE OF CHARGE (FREE PATENT APPLICATION), DONATIONS AND LEASES, IF ANY.

FORM FOR LAND ACQUISITION

ANNEX "A"
MC No. _____s. 1985

SUB LATERAL K

CANAL & ACCESS ROAD

Sheet 1 of 5

BAGO RIS NISIP II

BAGO CITY

PAID REAL PROPERTIES ACQUIRED AS OF JUNE, 1984

[illegible]

BAGC RIS NISID II

BAGC CITY

SUB LATERAL K

UNPAID REAL PROPERTIES ACQUIRED as of JUNE 2 1984

CANAL & ACCESS ROAD

Sheet 1 of 3

[illegible]

BAGO CITY

SUB-LATERAL K

DONATED REAL PROPERTIES ACQUIRED AS OF JUNE, 1984

CANAL & ACCESS ROAD

Sheet 1 of 4

[illegible]

"N"

Annex "A"-2
MC No. _____, s. 1985

29 cm

18.5 cm

"W"

"E"

CADASTRAL PARCELLARY MAP

of the area covered by the project facilities to be attached to Master Lists of PAID and UNPAID ROWs and ROW damages.

To be reproduced from office copy and cut into sections (size 18.5 cm x 29 cm), numbered & fastened on the left side.

The number of the sheet or page is to be indicated in Col. 12 as reference in the Master Lists.

Submit ONE '1) SET only.

"S"

INSTRUCTIONS IN FILLING FORM ON CROP/PLANT, etc. DAMAGES

- A. Name and Office Address of Project
- B. Blank line before "CROP, PLANT, etc. DAMAGES"
 - a. Indicate if the list is for "PAID" damages
 ~ for "UNPAID" damages, prepare separate lists.
 - b. The date of the Project Inventory
- C. Lines in the upper right hand corner:
 - a. District, Division, Area or Zone - Ex. Diversion Works, Campsite
 - b. Location
- D. Number of Sheets

Columns:

1. Name of landowner appearing in the Certificate of Title and present postal address.
2. Title number and the province issuing the title. Immediately below is the pertinent Tax Declaration number and the year it was last assessed.
3. Complete Lot number appearing in the Title & Tax Declaration.
4. Location of the Lot as per Title & Tax Declaration. If the name of Sitio, Barangay or Town has changed, enclosed in parenthesis the new name.
5. Land classification as appearing in the Owner's Tax Declaration.
6. The Property Damaged. Ex. 200 coconut trees, FB (Fruit bearing).
7. The total cost of PAID damaged property. For UNPAID damages, the value agreed upon between landowner and NIA. If the value has not yet been resolved, the prevailing price indicated by the Provincial Appraisal Committee.
8. How it was utilized by the Project. Ex. Main Canal, Sub-lateral B-1, Service Road, etc.
9. This column is for PAID DAMAGES only. Indicate the Check Number, date of issue, amount of the Check, and the office who made payment.
10. A cadastral parcellary map of the area covered by the project facilities must be attached to this listings for PAID and UNPAID Right-of-Way and ROW damages. It must be reproduced in a tracing paper with a scale 1:10,000. The whole sheet to be cut into sections, size 18.5 cm x 29 cm and numbered. The number of the sheet or page is to be indicated in Co. 12 as reference.
 NOTE: One cadastral parcellary map of the project may be attached for all lists.
11. State other relevant informations desired under this column along the same line as listed.

IMPORTANT: Attached to these lists (PAID & UNPAID DAMAGES), a clear copy of the resolution of the Provincial Appraisal Committee which was the basis of the pricing of plant/Crop damages.

BAGO CITY

ANNEX "B"
MC # _____, s. 1985

PAID CROP, PLANT, etc., DAMAGES as of June 6, 1984

DRAINAGE CANAL

MALINGIN

Sheet 1 of 2

[illegible]

LAGO CITY

ANNEX "B"
MC # _____, s. 1985

Sheet 2 of 2

UNPAID CROP, PLANT, etc., DAMAGES as of JUNE, 1984[illegible]

SAMPLE FORM