

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

MC No. 60 s. 1985

MEMORANDUM CIRCULAR

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

SUBJECT : Submission of Annual Inventory Report on all
NIA Property as of December 31, 1985.

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, 1985. This shall be accomplished in General Form 41-A. The report shall include all properties that are found at station and those outside and lost but with a corresponding Memorandum Receipts on file. The Inventory Report shall be accompanied by an updated Memorandum Receipts 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/Storekeeper | - 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

| | |
|--|------------|
| Manager, Property Division | - Chairman |
| Manager, General Accounting Division/ Foreign Loans Accounting Division | - Member |
| Manager, Equipment Repair & Evaluation Division | - Member |
| COA Authorized Representative | - Witness |

E) Consolidated Inventory Report

| | |
|--|------------|
| Manager, Property Division | - Chairman |
| Manager, General Accounting Division/ Foreign Loans Accounting 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 Improvement (Account 77)
(To be submitted by the Foreign Loan Accounting Division & The General Accounting Division, Controllershship Dept.)
- C) Buildings and Structures Economic Services
(Account 8-78-800)
- D) Furniture, Equipment & Work Animals-(Account)

1. Economic Development

- A) 79-811 - Watercraft and Appurtenances
- B) 79-812 - Motor Vehicles, Land Transportation Equipment & Accessories
- 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, 1985 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. These shall be transmitted to the Regional Auditor or Project Auditor for attestation.

Inventory Report for NIA Central Office and MAS Compound shall be approved by the Manager, 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, 1986 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 these Inventory Reports in the different offices under their supervision and jurisdiction.

The consolidated Inventory Report shall be certified by the Inventory Committee, recommended by the Manager, Procurement & Physical Resources Department for approval of the Administrator, attested by the Corporate Auditor and submitted to the Chairman of the Commission on Audit not later than June 30, 1986.

Strict compliance is hereby enjoined.

November 27, 1985

(SGD.) CESAR L. TECH
Administrator

NOTED:

(SGD) ELISA P. AFERICA
Auditor

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

December 31, 1985

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 | |
| B) LAND, LAND IMPROVEMENT (Account 77) | |
| C) BUILDINGS AND STRUCTURES-ECONOMIC SERVICES (Account 8-78-800) | |
| D) EQUIPMENT (Account 79) | |
| 1. Economic Development (79-800) | |
| 79-811 - Watercraft and Appurtenances | |
| 79-812 - Motor Vehicles Land Transportation Equipment | |
| 79-813 - Construction Equipment & Accessories | |
| 79-814 - Industrial Machinerios and Implemont | |
| 79-815 - Hand Tools | |
| 79-816 - Furniture and Office Equipment | |
| 79-817 - Industrial and Scientific Exhibits | |
| 79-818 - Ordnance , Non-Expendable Supplies and Equipment | |
| 79-819 - Technical and Scientific Equipment | |
| 79-820 - Fire Fighting Equipment | |
| 79-821 - Telegraphic, Telephone, Radio and Cable Equipment | |
| 79-882 - Aircraft and Appurtenances | |
| 79-823 - Work Animals | |
| 79-824 - Books | |
| 79-829 - Other Equipment | |
| 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 1985 INVENTORY REPORT.

A) INVENTORY (ACCOUNT 72)

- 72-360 - Items for Resale
All Irrigation water pump for sale to pump recipient.
- 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 December 31, 1985 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 the account.
- 77-908 - Construction in Process
The total construction cost as of December 31, 1985 of Irrigation Project under construction including building, land, land improvement, headgate, canals, and laterals, etc., shall be listed under this account.

C) BUILDINGS AND STRUCTURES- ECONOMIC SERVICES (ACCOUNT 8-78-800)

D) EQUIPMENT (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 & 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 | Trailer (All types) |
| Forklift Truck | Tank Truck | Dollies (Extra) |

79-814 - Industrial Machinery and Implement

TRACTORS

| | | |
|---------------|---------------|-----------------|
| Tractor Crane | Tractor Units | Tractor Wheeled |
|---------------|---------------|-----------------|

EXCAVATION EQUIPMENT

| | |
|--------------------------------|--------------------------------|
| Auger Soil Bit | Excavator, Crawler mounted |
| Bucket, Clamsheel (extra unit) | Excavator, Truck mounted |
| Bucket, Concrete | Front End Loader, Crawler type |
| Bucket, Dragline (extra unit) | Front 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 | Terratractor |
| Crane, Shovel Trailer mounted | Tournacrocker |
| Tournapul | Tournatractor or Tornadozer |

CRUSHING, SCREENING AND WASHING MACHINE

| | | |
|---------------------|-------------------|---------------------|
| Car Washer | Jaw Crusher | Washing & Screening |
| Combination Crusher | Rock Crusher | |
| Gyrenory Crusher | Vibrating Screens | |

CONCRETE EQUIPMENT

| | | |
|-----------------|---------------------|---------------------------|
| Bar Bender | Concrete Finishers | Concrete Vibrators |
| Bar Cutter | Concrete Mixer | Fine Grader |
| Batching Plants | Concrete Pipe Mould | Ford Grader |
| Concrete Cart | Concrete Speeders | Road Pavers |
| | | Wheelborrows, rubber tire |

AIR COMPRESSOR AND ALL PNEUMATIC TOOLS

| | | |
|------------------|----------------|------------------|
| Air Compressor | Holer One | Pneumatic Hammer |
| Air Drill | Impact Wrench | Rivet Bushing |
| Concrete Grinder | Jack Hammer | Riveting Hammer |
| Grill Sharpener | Paving Breaker | Wagon Drill |

ROAD EQUIPMENT

| | | |
|---------------------|------------------------------|-----------------|
| Asphalt Distributor | Grader, Road Motorrized Road | Roller |
| Asphalt Pavers | Grader, Road Towed | Tank Asphalt |
| Asphalt Plants | Maintenance Patching | Tank Fuel |
| Briscoe Ditcher | Maintenance Pumilla | Tank Water |
| Chip Spreadors | Road Broom Rotary | Sand Balster |
| Grader Elevating | Road Mixer | Trolley Batcher |

ELECTRIC EQUIPMENT

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

P U M P

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

SAW AND SAWMILL

| | | |
|-----------|---------------|--------------------|
| Chain Saw | Pneumatic Saw | Table & Breach Saw |
| Power Saw | Saw Mill | |

SHOP EQUIPMENT

| | | |
|--------------------------------------|--|----------------------------------|
| Amprobe | High Pressure Cleaner | Soldering Gun |
| Analyzer | or Steam | Soldering Outfit |
| Armature Grawler | Hydraulic Press | Surface Grinder |
| Battery Charger | Ignition Test Set | Tampers Pneumatic |
| Brake Relining & Riveting Machine | Jack (All types) | Tap & Die |
| Caliper | Line Boring Machine | Toster 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 |
| Conveyor Roller | Micrometer Speed Counter | Volume Pump |
| Cranshaft Grinder | Numbering Machine | Welding Outfit (Acetylene) |
| Dispenser Pump | Pyrometer | Welding Outfit (Electric) |
| Drill Presses | Ridge Reamer | Wheel Balancer |
| Floor Crane | Rubber Repair outfit | tester, Insulator and Cleaner |
| Furnaces | Scale (Winslow Aggregated) | |
| Hanning Set | Sinker Drill | |
| | Lather, Sharpener, Milling machine and slotters planner | |

79-815 - Hand Tools

| | | |
|------------------|--------------------|---------------------|
| Adzes | Hack Saw | Saw |
| Anvils | Hammer (All types) | Scraper |
| Axes | Hand Drill | Screwdrivers |
| Blow Torch | Hedge | Shovels |
| Bolo | Hoes | Oiler |
| Brace Drill | Jack Screw | Tongs |
| Center Punch | Pickmattock | Trimmer |
| Chisel | Planes | Steel Tapo Rules |
| Chucks | Plier | 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 | Rakes |
| Forges | Tatches | Plumb Bob |

79-816 - Furniture and Office EquipmentFURNITURE

| | | |
|-------------|-------------|------------------|
| Bed | Desk | Portable Shelves |
| Benches | Dresser | Sala Set |
| Cabinets | Filing Card | Stool |
| Cardex-wood | Hatrach | Tables |
| Chairs | Nap 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 |
| Bundy Clock | Ink, Stand | Polisher |
| Calculating Machine | Index, Steel | Portfolio |
| Catalog | Manual | Printing Presser |
| Cardex, Steel | Mimeographing Machine | Photographic Roller |
| Check Master | Numbering Machine | Refrigerator |
| Collection Safes (Vaults) | Storage Cab. | Steel Locker Cabinet |
| Copy Holder | Tape Machine "Dyno" | Staple Wire Remover |
| Dater | Validating Machine | Slide Projector |
| Staplar | Fountain Pen | Trimming & Cutting Machine |
| Table Clock | Typewriter | Filing Cabinet |
| Filing Safe, Cabinet | | |

79-817 - Industrial And Scientific Exhibits

All Kinds of exhibits created or fabricated for public display

79-818 - Ordnnance

| | | |
|--------------|----------|------------------------------|
| Belt | Holster | Rifle |
| Carbine | Magazine | Shotgun |
| Cartridge | Pistol | Straps and other accessories |
| Cleaning Rod | Revolver | |

79-819 - Technical and Scientific EquipmentDRAWING INSTRUMENT

| | | |
|-------------------------|------------------|----------------|
| Amless Mechanical | Drawing Set | Edging Machine |
| Integrator | Lettering Set | Erograph |
| Atomizer | Midget Circular | Tracing Board |
| Center Screw Compasses | Slide | Protractor |
| & Dividers | Pantograph | Slide Rule |
| Compensating Planimeter | Planimeter | Straight Edge |
| Drafting Machine | Drafting set | T-Square |
| Triangle | Triangular Scale | Template |

SURVEYOR'S INSTRUMENT

| | | |
|------------------------|-----------------|------------------|
| Alidade Outfit | Pole Range | Transit |
| Altimeter | Steel Tape | Tripod |
| Chain Band | Stadia Rod | Levelling Rod |
| Compass | Surveyor's | Umbrella |
| Dumpy Level | Hook | Surveyor's stake |
| Plum Bob String Target | Theodolite Wild | Hatchet |

SURGICAL INSTRUMENT

| | | |
|------------------------|--------------------|----------------------|
| Diagnostic | Forceps | Cooseneck Exam. Lamp |
| Syringe | Mallet | Chisel |
| Contra Angle | Rubber Bowl & | Elevator |
| Electric Sterilizer | Spatula | Excavator Spoon |
| Cotton Holder | Explorer | Straight Elevator |
| Dapen Disc | Cotton Plier | Receptacle |
| Physician Detectomedio | Tuberculin Syringe | Blood Pressure |
| Scale | T.T.S. Tissue | Gauge |
| Thermometer | Dental Cuspidor | Dental Chair |
| Waste Receptacle | Holder Bur | Carrier & Plugger |
| Amalgam Furnisher | Plastic Spatula | Interproximal Scale |

METEOROLOGICAL

| | | |
|------------|-----------|-------------|
| Rain Gauge | Barometer | Thermometer |
|------------|-----------|-------------|

BIOLOGICAL INSTRUMENT AND APPARATUS

| | | |
|----------------------|--------------------|---------------------|
| Weights & Measure | Sieve | Cyl. Steel Soil |
| Distilling Apparatus | Permeability Test, | Filtration Test |
| Manifold | Testing Equipment | Conductivity |
| Solid Grinder | Meter PH | Bridge |
| Mechanical Tester | Magnifier | Oven Isotemperature |
| Interval | Grass Sieve | Pulviometer |
| Parshall Measuring | Stop Watch | Stirrer, Drive |

79-820 - FIRE FIGHTING EQUIPMENT

| | |
|------------|----------------------|
| Fire Truck | Fire Extinguisher |
| Fire Wagon | Fire Alarm Apparatus |
| Buckets | Home Mozzle |
| Fire Hose | Hooks |
| Chains | |

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

| | | |
|--------------------------------|-------------------|-----------------|
| Switchboard | Transmitter | Transceiver |
| Testing Instrument | Linemen's Outfit | |
| Radio-Telephone System | Walkie-talkie | Intercom System |
| Radio Phono | Lighting Arrester | |
| Portable Public Address System | | |

79-822 - AIRCRAFT & APPURTENANCES

| | |
|----------|--|
| Airplane | |
|----------|--|

79-823 - WORK ANIMALS

| |
|-----------|
| Livestock |
|-----------|

79-829 - OTHER EQUIPMENT

| | | |
|----------------|-------------|--------------|
| Helmet | Pitcher | Canvass Tent |
| Boots | Saucer | Cup |
| Paint Brush | Mirror | Pillow Case |
| Curtain | Thermos | Switch Box |
| Drinking Glass | Sentinel | Blanket |
| Jar | Drum, Empty | Steel Brush |

Umbrella
Glass
Apron
Buzzer
Cooler Jug
Padlock
Battery
Container
Pail
Pillow
Table Runner
Teaspoon
Flag
Balcolite
Casserole, Aluminum
Switch
Softballs

Gloves
Knife, Kitchen
Hacksaw Blade
Flashlight
Ash Tray
Paraller Arm Door
closer
Bowl, Sugar
Battery Connector
Bat
Venetian Blind
Moistener
Inner tube
Percolator
Power Outlet
Garden Scissor
Mortal & Pestle

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