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

MC # 043 S. 1987

MEMORANDUM CIRCULAR

TO : ALL ASSISTANT ADMINISTRATORS, DEPARTMENT
MANAGERS, REGIONAL IRRIGATION MANAGERS,
OPERATIONS MANAGERS, PROJECT MANAGERS.
AND ALL OTHERS CONCERNED.
National Irrigation Administration

SUBJECT : Purchase of Spare Parts

To help conserve funds of the National Irrigation Administration purchase of original or genuine spare parts should be limited to engine and other critical parts only in accordance with the attached criteria. Replacement parts should be purchased for those not falling within the purview of said criteria.

All RIVs for spare parts should be coursed thru the Equipment Management Department in the Central Office and thru the Equipment Management Division in Field Offices for proper classification and recommendation before the same are to be approved by the head of office.

The respective procurement units in the Central and Field Offices should not process RIVs that do not bear the appropriate classification but instead endorse same to the Equipment Management Department/Division for that purpose. The classification shall be written or typed in bold letters on the face of the RIV and initialed/signed by the Equipment Management Department/Division Manager.

For strict compliance.

(SGD.) FEDERICO N. ALDAY, JR.
Administrator

Date 10-12-87

CRITERIA IN THE SELECTION OR DETERMINATION OF PARTS
TO BE PROCURED AS ORIGINAL OR GENUINE PARTS

1. Parts subjected to any or a combination or all of the following conditions:

Intense heat, high pressure, friction, high speed, heavy loads and shock loads. These are considered the hard working parts.
2. Criteria internal parts which are difficult to replace as it requires heavy work and labor. Special parts which are difficult to procure and not available in the locality.
3. Parts of brakes, steering, etc. which affect the safety of the equipment and human life.
4. Precisioned parts that greatly affect the performance of the equipment.
5. Parts that could lengthen the life of an equipment.

Examples of the above are the following:

- (a) Engine parts
- (b) Hydraulic pump, motor, cylinder repair kits
- (c) Clutch, transmission, differential
- (d) Brake and steering system
- (e) Front and rear axles or suspension

Replacement parts may be considered for the following:

1. All other component parts of above items (a) to (e) which are considered non-critical and available in the locality.
2. Under carriage parts, electrical systems, cooling systems and others which are available in the market.