

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

MC # 026, s. 1988

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATOR, HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION DIRECTORS, PROJECT/ OPERATIONS MANAGERS/DIRECTORS, IRRIGATION SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS, OFFICERS-IN-CHARGE OF OFFICES AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Submission of Annual Inventory of Real Properties

To determine the present utilization of NIA's real properties and at the same time identify idle properties, you are hereby required to submit an Annual Inventory of Real Properties acquired by the NIA including those transferred from the Bureau of Public Works and other agencies.

Aside from compiling an up-to-date data of land holdings of the agency, the additional information obtained from these reports will guide management whether to dispose idle real properties or retain them for future use. The proceeds from sale of idle properties will surely augment our financial resources.

Chiefs of National Irrigation Systems, Provincial Irrigation Offices and Project Offices directly under the Regional Office shall submit their annual inventory reports called for through their respective Regional Directors who shall compile and forward the same in one batch to the Administrator, Attention: Manager, Treasury Department, together with the report for the Regional Office not later than January 31st of every year. Operation Managers of integrated irrigation systems and Project Directors/Managers not under the Regional Offices shall submit directly to the Central Office.

Offices who have not acquired any real property during the year or have no appreciable change in the utilization of their real properties shall still submit an inventory report with the following notations: "NO REAL PROPERTY ACQUIRED AS OF THIS REPORT" and/or "NO CHANGE IN THE UTILIZATION OF REAL PROPERTY AS OF THIS REPORT".

The initial report shall be as of December 31, 1987 to be submitted not later than June 30, 1988.

Attached is a revised inventory report (Annex "A") form for adoption with detailed instructions (Annex "B") for guidance.

This circular supersedes MC #16, s. 1979 and MC #36, s. 1980.

Strict compliance is hereby enjoined.

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

signed 5/18/88

NATIONAL ESTATE ADMINISTRATION
INVENTORY OF REAL PROPERTY
As of December 31, 19____

Annex "A"
MC No. _____, s. 1988
Sheet _____ of _____

Field office: Region/System/PIO/Project

Station: _____
City/Town and Province _____

[illegible]

Prepared by:

Check by:

Submitted by:

Prop. Clerk/Property/Supply
Officer/Regional Property Officer

Acctg. Clerk/Project
Accountant/Regional Acct.

Chief of above NLA
Field Office

Verified by:

Duly authorized COA Representative
of above field office.

INSTRUCTIONS

Columns:

- (1) Indicate the Title (T) and/or Tax Declaration (TD) numbers of lands registered/declared in the name of NIA, Republic of the Philippines, Bureau of Public Works, etc.
- (2) Indicate the purpose for which the real property was acquired.
Examples: Office site, WM Quarters site, Field working station site, Protection Dike, Barrow Area, Quarry Area, Stockpile Area, Dynamite compound, Campsite, Reservoir, Experimental Farm, etc.
- (3) Sitio, Barangay, Town/City and Province. If the present location is different from what appears in the document due to change of name of sitio, barangay/town, indicate immediately below in parenthesis the former name appearing in the document. Example: San Juan, Ilocos Sur
(Lapug, Ilocos Sur)
- (4) Permanent improvements with cost indicated immediately below each item in parenthesis. To illustrate: Training Center
(P500,000.00) - or buildings and structures permanent in nature.
- (5) Area of the real property in square meters only as shown in the document or the actual area in the absence of a document.
- (6) Mode of Acquisition -- such as Absolute Sale, Donation, Lease, ROW, etc.
- (7) Date when the real property was acquired.
- (8) The amount paid for the real property only. The cost of improvements shall be indicated under Col. 4.
- (9) Category of property shall be described by indicating the capital letter,
"A" - if the real property is titled in the name of NIA, RP, BPW.
"B" -- if the Tax Declaration of the title Real Property is in the name of NIA, RP, BPW.
"C" -- if the Titles/Free patents and/or Tax Declarations are still registered in the name of the vendor/donor.
"D" - if the real property was donated to NIA.
"E" - if the real property is on lease to NIA.
"F" -- if no copy of Title/Patent and/or Tax Declaration is available on file.
- (10) a. If the real property is still being utilized for the purpose of which it was acquired, leave column 10 blank.
b. If for another purpose, indicate how it is being used.
c. If only a part of the lot is being used as originally intended, indicate the area used for other purpose and/or the area lying IDLE.
For example: For a partially used lot with 1,500 sq.m.,
1,000 sq.m. -- used
500 sq.m. -- idle
d. If the entire lot is not in use, then report as IDLE.
e. If use property is idle but intended for future use please indicate.