

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

MC# 051, s. 1988

MEMORANDUM CIRCULAR

TO : ALL ASSISTANT ADMINISTRATORS/DEPARTMENT MANAGERS/
REGIONAL IRRIGATION/OPERATION/PROJECT MANAGERS/
PROVINCIAL IRRIGATION ENGINEERS/SUPERINTENDENTS/
OFFICERS-IN-CHARGE/REGIONAL/PROJECT ACCOUNTANTS/
AUDITORS/EQUIPMENT ENGINEERS AND ALL OTHERS
CONCERNED

SUBJECT : GUIDELINES ON EQUIPMENT RENTAL BILLING/EVALUATION/
COLLECTION

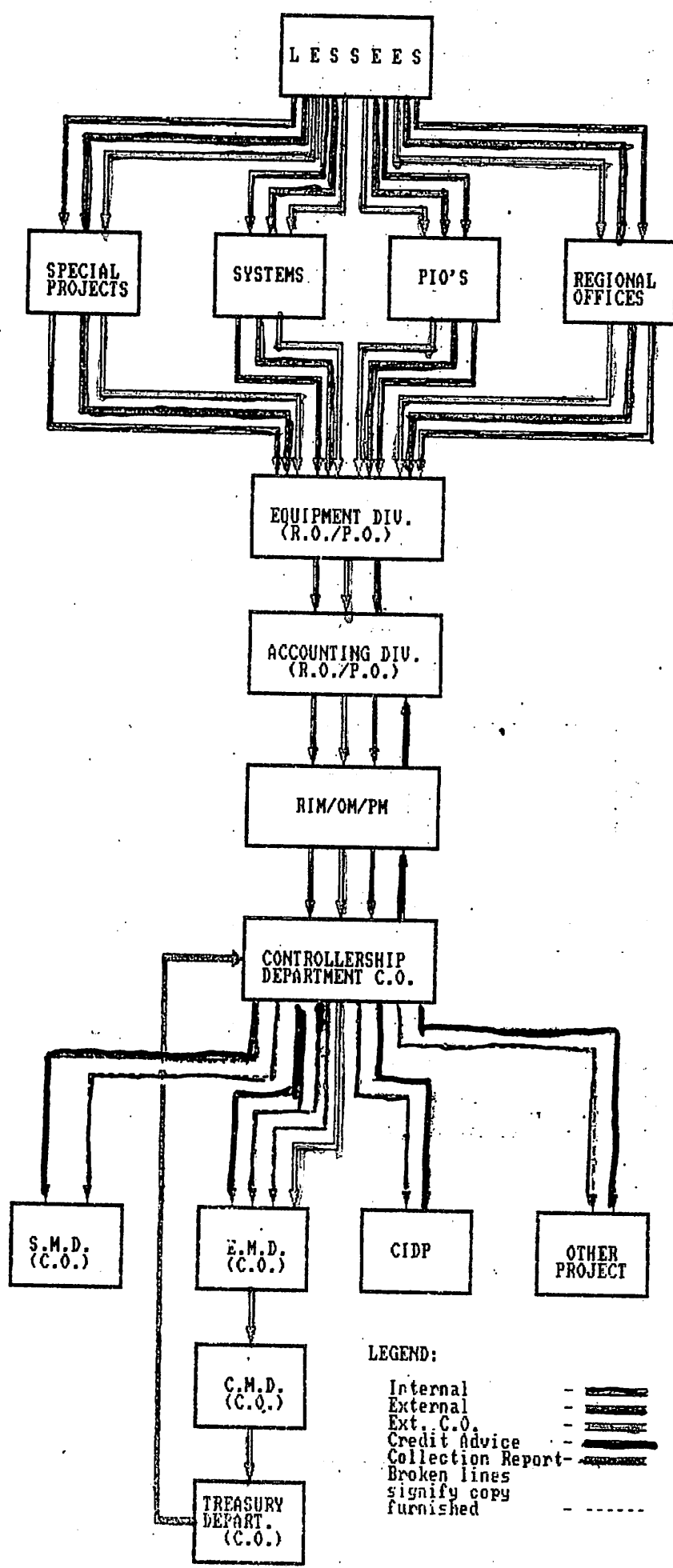
In order to attain a smooth and effective results in evaluating and processing equipment rental billings and collections, it is directed that henceforth the attached flowchart (Annex I), together with the corresponding guidelines (Annex II) be implemented immediately.

Any existing procedures/regulations inconsistent herewith is hereby revoked.

Compliance hereof is enjoined.

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

signed 12-28-88



FLOW CHART FOR MONTHLY EQUIPMENT RENTAL BILLINGS

BASIC INSTRUCTIONS:

The Monthly Equipment Utilization Report (MEUR) is the original document supporting any payment for equipment rental, both internal and external. These documents (Form EM-3 or Form EM-3A) are prepared by the Equipment Unit/Section/Division, who has direct supervision/reponsibility in the operation and maintenance of all NIA construction equipment and vehicles under their respective jurisdictions.

External rentals are rental accounts for the lease of equipment to NIA private contractors/individuals/and/or other government agencies. Internal rentals are accounts for the use of equipment in all NIA projects/systems undertaken through force account or Administration work where payments are made by internal fund transfers.

External rentals shall be collected by the office directly reponsi-ble for the equipment in accordance with exisisting NIA regulations except those for payment at NIA Central Office. A periodic report of collections shall be prepared by the Office concerned and sent to the reposibility centers as indicated in the attached flow chart.

For internal accounts where funds for payment are being held in the Central Office, the MEURS prepared by the Equipment Unit/Section of the Systems/PIOs respectively, shall be coursed through the Regional/Project Equipment Division for their review and evaluation. The evalua-ted MEURS are then forwarded to the Regional/Project Accounting Division for the preparation of the corresponding bills for equipment rental.

The equipment rental bill is coursed through the RIM/OM/PM for his signature of the Indorsement/Letter requesting for payment through either internal fund transfer in case of internal rental accounts or deductions of rental from the Contractor's Accomplishment Voucher in

cases involving NIA Contractor's where payments are made in the Central Office.

Upon receipt of internal equipment rental bills, the Controllershship Department shall prepare the corresponding Journal Voucher No., Credit Advice, etc., furnishing the Equipment Management Department and respective equipment end-users the necessary duplicate copies of the rental claims.

In collection cases involving NIA Private Contractors whose accomplishment vouchers are paid in NIA Central Office, the equipment rental bills are coursed through the Equipment Management Department for review and evaluation, then forwarded to the Construction Management Department who shall be responsible for deducting said rentals from the Contractor's Accomplishment Voucher. Then, the Voucher goes to the Treasury Department where actual equipment rental deductions shall be made. A periodic report of equipment rental collections shall be prepared by the Treasury Department and sent to the Controllershship Department for their information.

In turn, the Controllershship Department prepares the Credit Advices and collection reports and distribute the same to the respective parties concerned, as explained earlier, for their proper information.