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

MC # 31, S. 1990

MEMORANDUM CIRCULAR

TO :

THE DEPUTY ADMINISTRATOR/ASSISTANT ADMINISTRATORS/
DEPARTMENT MANAGERS/REGIONAL IRRIGATION/OPERATION/
PROJECT MANAGERS/PROVINCIAL IRRIGATION ENGINEERS/
SUPERINTENDENTS/OFFICER-IN-CHARGE/REGIONAL/PROJECT
ACCOUNTANTS/AUDITORS/EQUIPMENT ENGINEERS AND ALL
OTHERS CONCERNED.

SUBJECT : GUIDELINES IN THE BILLING/EVALUATION/COLLECTION
OF EQUIPMENT RENTAL BY PIO/NISO.

In line with the agency's policy to decentralize operations and in order to facilitate collection and control, funds for rental of NIA-owned equipment used by Provincial Irrigation Offices (PIO) and National Irrigation system Offices (NISO) shall be billed by and released directly to the corresponding regional office. The following procedure shall be followed:

- 1) The estimated equipment rental shall be included in the project program of work (POW), approval of which shall be in accordance with existing delegated authorities;
- 2) After equipment use, the user shall request Central Office, thru the Assistant Administrator concerned, for funds covering the rental of equipment. Request for sub-allotment shall be supported by ASUR.
- 3) The request for funds shall be evaluated by the appropriate staff of the Assistant Administrator concerned and shall be endorsed to the Controllership Department;
- 4) Controllership Department shall send directly to the regional office concerned the sub-allotment advice covering the equipment rental based on actual billing as evaluated;
- 5) The regional accountant shall make the appropriate reports and entries in the book of accounts. These rentals shall be included in the liquidation and request for replenishment of funds.

- 6) The respective PIO/NISO shall then be properly credited for the equipment rental due the office for the use of its equipment by the CIPs, IOSP or other projects.

This Memorandum Circular covers all equipment rentals incurred in January, 1990 onwards and amends paragraphs 5 (in case of internal fund transfer), 6 and 8 of Annex II of MC 51, series of 1988.

For strict compliance.

(SGD.) JOSE B. DEL ROSARIO, JR.
Administrator

May 17, 1990