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

MC # 74 s. 1990

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;
REGIONAL IRRIGATION MANAGERS; OPERATIONS/PROJECT
MANAGERS; DEPARTMENT MANAGERS AND STAFF; PROVINCIAL
IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND
ALL OTHERS CONCERNED

SUBJECT : Revised Composition of the Appraisal and the Auction
Committees in the Field Offices

In line with the decentralization policy of the Agency and to expedite disposal of unserviceable equipment of the Agency, hereunder is the revised composition of the Appraisal and the Auction Committees in the field offices:

I. REGIONAL OFFICES

A. Appraisal Committee

Chairman - Manager, Equipment Management Division

Members - Manager, O & M Division
- Supply Officer

Witness - COA Representative

B. Auction Committee

Chairman - Manager, Administrative Division

Members - Manager, Finance and Management Division
- Manager, Institutional Development Division

Secretariat - Supply Officer

Witness - COA Representative

II. UPRIS and MARIIS

A. Appraisal Committee

Chairman -- Manager, Equipment Management Division
Members -- Manager, Engineering and Operations Division
-- Supply Officer
Witness -- COA Representative

B. Auction Committee

Chairman -- Manager, Administrative Division
Members -- Senior Corporate Accountant
-- Manager, Institutional Dev. Division
Secretariat -- Supply Officer
Witness -- COA Representative

III. DISTRICT OFFICES OF UPRIS AND MARIIS

Auction Committee

Chairman -- Chief, O & M Section
Members -- Senior Accounting Processor
-- Cashier
Secretariat -- Property Officer
-- Representative from Equipment Mgt. Division
Witness -- COA Representative

IV. NATIONAL IRRIGATION SYSTEMS

Auction Committee

Chairman -- Chief, O & M Section
Members -- Bookkeeper/acctg. Clerk
-- Cashier/Disbursing Officer
-- Storekeeper/Property Custodian
Witness -- COA Representative

V. PROVINCIAL IRRIGATION OFFICES

Auction Committee

Chairman - Chief, Engineering Section

Members - Bookkeeper/Acctg. Clerk
- Cashier/Disbursing Officer
- Storekeeper

Witness - COA Representative

The Appraisal and the Auction Committees in the field offices shall be responsible for the disposal of all unserviceable property of the Agency under their control and supervision, subject to existing guidelines, rules and regulations on public auction. Regional Appraisal Committees shall undertake the appraisal of unserviceable equipment in the Provincial Irrigation Offices and in the National Irrigation Systems. The Appraisal Committee of UPRIS and of MARIIS shall undertake the appraisal of unserviceable equipment in their respective district offices. Regional Offices are hereby authorized to appraise and to auction off unserviceable property of foreign-assisted projects which the latter shall turn-over to the Regional Office where the Project is located.

The Regional Irrigation Manager/Operations Manager may, however, subject to his discretion, seek the assistance of or consult with the Equipment Management Department, and/or Procurement and Physical Resources Department, Central Office, in connection with the appraisal of certain equipment or item for disposal whenever the RIM/OM considers it necessary for the interest of the NIA and the government.

This Memorandum supersedes OM No. 11, s. 1989 and takes effect October 15, 1990.

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

October 11, 1990