

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
Quezon City

MC NO. 75, S. 1991

MEMORANDUM CIRCULAR

TO: : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION/OPERATIONS/
PROJECT MANAGERS, PROVINCIAL IRRIGATION ENGINEERS/
SUPERINTENDENTS, OFFICERS-IN-CHARGE, REGIONAL/PROJECT
ACCOUNTANTS, EQUIPMENT MANAGERS, AND ALL OTHERS CONCERNED.
THIS AGENCY

SUBJECT : REVISED GUIDELINES IN THE BILLING, EVALUATION AND
COLLECTION OF EQUIPMENT RENTAL BY PIO/NISO

In line with the Agency's policy to decentralize operations and in order to simplify and 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 released directly to the field offices through their corresponding regional offices. The following revised procedures shall be followed:

1. The estimated equipment rental computed using Schedule B of the current NIA rental rates shall be included in the project's Program of Work (POW), approval of which shall be in accordance with existing delegated authorities;
2. Funds intended for equipment rental as indicated in the duly approved POW of individual sub-project/system shall be included in the amount released for the project;
3. After equipment use, the user shall prepare the corresponding Monthly Equipment Utilization Reports (MEUR) which shall be evaluated by the Regional Irrigation Office (RIO). The respective PIO/NISO shall then be properly credited for the equipment rental due the office for the use of its equipment by the CIP's, IOSP, or other projects;
4. The regional accountant shall make the appropriate quarterly report on the utilization of equipment rental funds (see Annex A), which shall be submitted to the concerned department or project management offices; e. g., CIDD, CARP, IOSP, ERP, etc. for documentation purposes.

This Memorandum Circular shall take effect immediately and supersedes MC # 31, series of 1990.

Strict compliance is hereby enjoined.

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

November 13, 1991

[Signature]
26 Nov 91

Annex A

REPORT ON UTILIZATION OF EQUIPMENT RENTAL FUNDS

As of: _____; 19__

TO: The Administrator

Attn. (Concerned Dept. or PMO)

FROM: Region _____

PROJECTS	Programmed Amount	Amount Released For Eqpt. Rental	Amount Credited		
			Previous	This Qtr.	Total
1. CIDP					
2. CIDIP					
3. IOSP					
4. CARP					
5. ERP					
6. Others					
TOTAL					

Prepared by:

Submitted by:

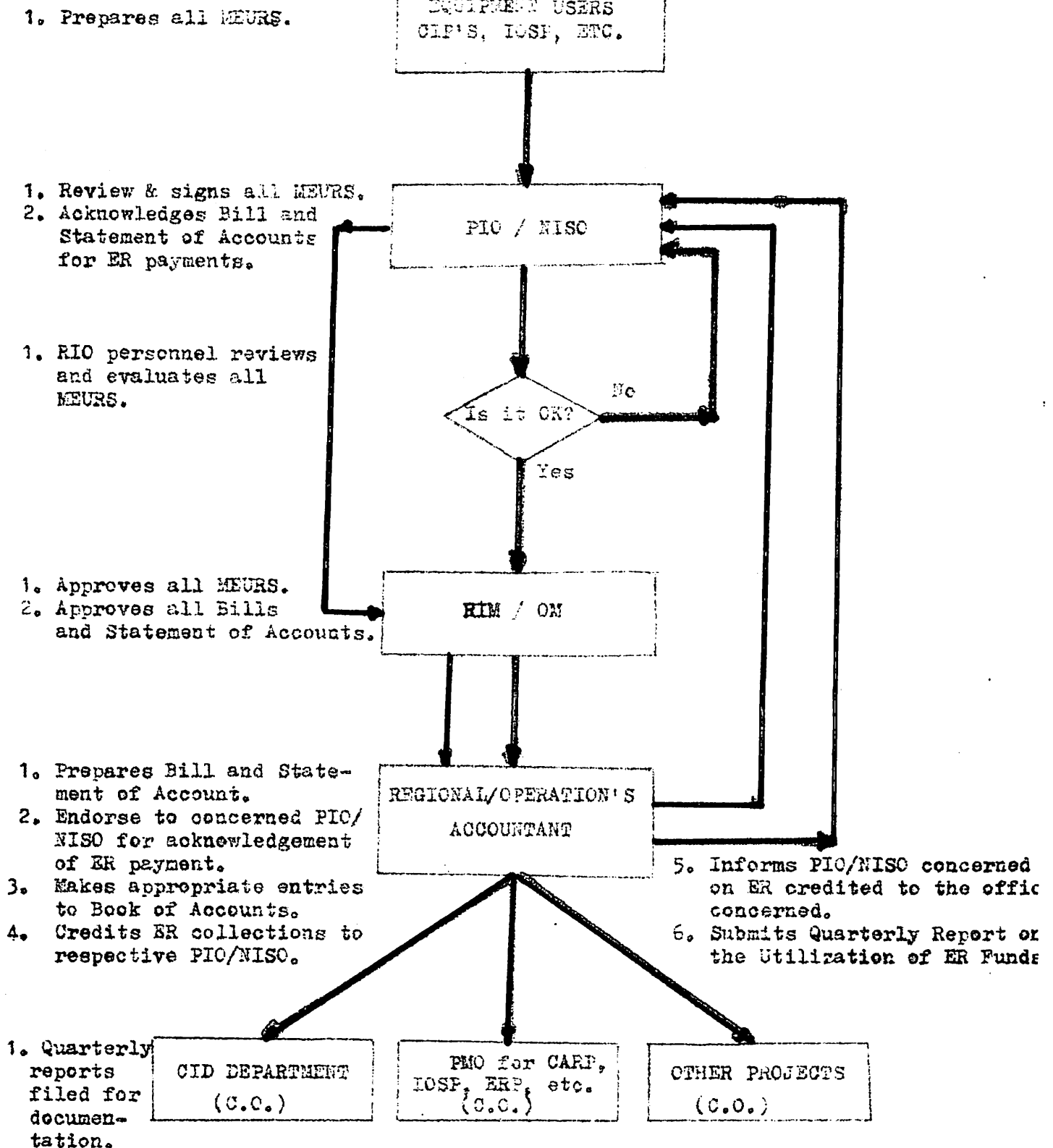
Regional Accountant

RIM/OM

FLOW CHART: BILLING, EVALUATION, & COLLECTION
OF EQUIPMENT RENTAL BY PIO/NISO

Annex B

ACTIVITIES:



LEGEND

- ===== * MEUR
- ===== - Bill and Statement of Account
- ===== - ER accreditation
- ===== - Quarterly Report on Utilization of Equipment Rental(ER) Funds.