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

MC No. 53 s. 1993

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, THE ASSISTANT ADMINISTRATORS,  
DEPARTMENT/STAFF HEADS, REGIONAL IRRIGATION DIRECTORS,  
OPERATION/PROJECT MANAGERS, PROVINCIAL IRRIGATION  
ENGINEERS, PROJECT ENGINEERS, IRRIGATION SUPERINTENDENTS,  
SUPPLY OFFICERS, PROPERTY CUSTODIANS, STOREKEEPERS,  
AND ALL OTHERS CONCERNED.

SUBJECT : Submission of Annual Inventory Report on all NIA  
Property as of December 31, 1993.

Pursuant to the Provisions of PD 277 dated August 24, 1974 and General Circular No. 55 dated March 17, 1958, as amended by General Circular No. 57 dated May 7, 1958 of the Commission on Audit (COA) on Inventory of Government Property, you are hereby directed to undertake an Inventory of all NIA Property as of December 31, 1993. This shall be accomplished in General Form No. 41-A. The report shall include all properties that are found at station and those outside and lost but with a corresponding Memorandum Receipts on file. The Inventory Report shall be accompanied by an updated Memorandum Receipts duly signed by the incumbent Chief of Office or his duly authorized representative.

Inventory Reports for furnitures, fixtures, equipment, work animal and books below P1,500.00 and the other for P1,500.00 and above shall be reported separately pursuant to COA Circular No. 86-200B

The Inventory Committee hereunder are hereby constituted:

- A) Provincial Irrigation Office, Irrigation System and/or Project
- |   |            |
|---|------------|
| Property Clerk/Storekeeper                              | - Chairman |
| Accounting Clerk  | - Member   |
| One (1) other member to be designated by Head of Office | - Member   |
| One (1) Auditing Examiner                               | - Witness  |
- B) Regional Office and/or Repot
- |   |            |
|---|------------|
| Regional Property Officer                         | - Chairman |
| Regional Accountant                               | - Member   |
| Regional Equipment Engineer                       | - Member   |
| Regional Auditor or his Authorized Representative | - Witness  |
- C) Special Projects
- |                            |            |
|----------------------------|------------|
| Project Supply Officer     | - Chairman |
| Project Accountant         | - Member   |
| Project Equipment Engineer | - Member   |

- f) 79-816 - Furniture & Office Equipment
- g) 79-817 - Industrial and Scientific Exhibits
- h) 79-818 - Ordnance, Non-Expendable Supplies & Eqpt.
- i) 79-819 - Technical and Scientific Equipment
- j) 79-820 - Fire Fighting Equipment
- k) 79-821 - Telegraphic, Telephone, Radio and Cable Equipment
- l) 79-822 - Aircraft and Appurtenances
- m) 79-823 - Work Animals
- n) 79-824 - Books
- o) 79-829 - Other Equipment

2. Columns on said General Form No. 41 (A) shall be properly filled up.

a) Columns 1 to 13

The Property or Supply Officer shall list down and enter all equipment and other property under his custody as of December 31, 1993 based on updated equipment ledger cards, supplies ledger cards and other available property documents.

b) Column 14.- Remark

The Property or Supply Officer shall state the names of the employees to whom the equipment property are issued as indicated in the Memorandum Receipts on file and the equipment's whereabouts that is, the exact location of the equipment/property. The Equipment Inspector and/or Engineer shall ascertain the condition of the equipment and indicate same in this column.

In determining the condition of such property the following criteria should be followed:

- a) Good - 76%-100% Operable during the year
- b) Fair - 50%-75% Operable during the year
- c) Bad - below 50% Operable during the year

3. The report must have a summary showing the total value of property listed in each group, using the attached form (Annex A).
4. On the last page of the Inventory Report, the Chairman and the members of the Inventory Committee should certify to the correctness of the report made and the auditing representative should attest to the same.
5. The Chief of Office or Officer-In-Charge should recommend the approval of the Inventory Report. All reports should be transmitted to the Regional Irrigation Director or to the Project Chief and/or Project Manager in case of Special Projects for approval. These shall be transmitted to the Regional Auditor or Project Auditor for attestation.

Inventory Report for NLI Central Office and MAS Compound shall be approved by the Manager, Treasury Department and attested by the authorized COA representative.

All Inventory Reports (Original and three (3) copies) should reach the Property Division, Treasury Department not later than February 15, 1994 for consolidation with the report of the Central Office. To ensure the prompt submission of these reports within the deadline, the Regional Irrigation Managers, Project Chiefs and/or Project Managers are hereby directed to supervise and follow up the preparation and the processing of these Inventory Reports in all offices under their supervision and jurisdiction.

The consolidated Inventory Report shall be certified by the Inventory Committee, recommended by the Manager, Treasury Department for approval of the Administrator, attested by the Corporate Auditor and submitted to the Chairman of the Commission on Audit not later than March 31, 1994.

Strict compliance is hereby enjoined.

(SGD.) APOLONIO V. BAUTISTA  
Administrator

September 20, 1993

LIST OF INVENTORY ITEMS, LAND, LAND IMPROVEMENT  
AND STRUCTURES AND VARIOUS EQUIPMENT LISTED  
UNDER EACH ACCOUNT FOR REFERENCE AND GUIDANCE  
IN THE PREPARATION OF 1993 INVENTORY REPORT

A) Items for Resale

- 72-360 - All Irrigation Water Pumps for sale to pump recipient
- Supplies and Materials (Acquired free of charge)
- 72-800 - All World Food Program Commodities shall be listed under this account in the Inventory Report.
- Miscellaneous

All spare parts, construction supplies and materials on hand as of December 31, 1993 shall be listed under this account.

B) LAND AND LAND IMPROVEMENT (ACCOUNT 77)  
(To be submitted by the Foreign Loan Accounting Div.)  
and General Accounting Division, Controllershship Dept.)

- 77-813 - Economic Development

Total of an Irrigation System completed including the land headgate, canals and laterals, etc. shall be listed under this account.

- 77-908 - Construction In Process

The Total construction cost as of December 31, 1993 of Irrigation Project under construction including buildings, land, land improvement, headgate, canals and laterals, etc. shall be listed under this account.

C) BUILDINGS AND STRUCTURES (ACCOUNT 8-78-800)

D) EQUIPMENT (ACCOUNT 79)

1. Economic Development (79-800)

- 79-81) - Watercrafts and Appurtenances

Bancas	Outboard	Rowboat
Engine Pump	Paddles	Sails
Inboard Motor	Propeller	Sextants

- 79-812 - Motor Vehicles, Land Transportation Eqpt., & Access.

Automobiles	Jeep	Pick-Up
Bicycle	Motorcycle	Station Wagon

- 79-813 - Construction Equipment and Accessories

Shop Mobile Truck	Forklift Truck	Dump Truck
Platform Truck	Truck Tractor	Cargo Truck
Trailer (all types)	Dollies (extra)	Tank Truck

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December 31, 1993

S U M M A R Y

A) INVENTORIES (ACCOUNT 72)		
72-360	- Items for Resale	P _____
72-800	- Supplies & Materials (Acquired free of charge)	_____
72-900	- Miscellaneous	_____
B) LAND, LAND IMPROVEMENT (ACCOUNT 77)		_____
C) BUILDING AND STRUCTURES - (ECONOMIC SERVICES ACCOUNT 8-78-800)		_____
D) EQUIPMENT (ACCOUNT 79)		
1. ECONOMIC DEVELOPMENT(79-800)		
79-811	- Watercraft and Appurtenances	_____
79-812	- Motor Vehicles, Land Transportation Equipment	_____
79-813	- Construction Equipment & Accessories	_____
79-814	- Industrial Machineries & Implement	_____
79-815	- Hand Tools	_____
79-816	- Furnitures and Office Equipment	_____
79-817	- Industrial and Scientific Exhibits	_____
79-818	- Ordnance, Non Expendable Supplies and Equipment	_____
79-819	- Technical and Scientific Equipment	_____
79-820	- Fire Fighting Equipment	_____
79-821	- Telegraphic, Telephone, Radio and Cable Equipment	_____
79-822	- Aircraft and Appurtenances	_____
79-823	- Work Animals	_____
79-824	- Books	_____
79-829	- Other Equipment	_____

GRAND TOTAL :

P \_\_\_\_\_

CERTIFIED CORRECT :

\_\_\_\_\_  
Chairman  
Inventory Committee

79-814 - Industrial Machinery and Implement

TRACTORS

Tractor Crane

Tractor Units

Tractor Wheeled

EXCAVATION EQUIPMENT

Auger Soil Bit

Bucket, Concrete

Bucket, Clamshell (extra unit)

Bucket, dragline (extra unit)

Front End Loader, tire mounted

Conveyor, belt portable

Crane, Austine

Crane Roundabout

Crane, Shovel Crawler

Crane, Shovel Trailer Mounted

Excavator, crawler mounted

Excavator, Truck mounted

Dradall

Rivet Bushing

Scraper, carry-all

Tagline

Terratrak

Tournacrock

Tournapul

Tournatractor or

Tournadozer

CRUSHING, SCREENING AND WASHING MACHINE

Car Washer

Combination Crusher

Cyrenjory Crusher

Jaw Crusher

Washing and Screening

Rock Crusher

Vibrating Screens

CONCRETE EQUIPMENT

Bar Bender

Bar Cutter

Batching Plants

Concrete Cart

Concrete Vibrator

Wheelbarrows, rubber tire

Concrete Finishers

Concrete Mixert

Concrete Pipe Mould

Concrete Speeders

Fine Grader

Ford Grader

Road Pavers

AIR COMPRESSOR AND ALL PNEUMATIC TOOLS

Air Compressor

Air Drill

Concrete Grider

Grill Sharpener

Holer On

Impack Range

Jack Hammer

Paving Breaker

Pneumatic Hammer

Rivet Bushing

Riveting Hammer

Wagon Drill

ROAD EQUIPMENT

Asphalt Pavers

Asphalt Plants

Briscoe Ditcher

Chip Spreaders

Grader Elevating

Asphalt Distributor

Grader, Road Motorized

Grader, Road Towed

Maintenance Patching

Maintenance Punilla

Road Broom Rotary

Road Mixer

Polter

Tank Asphalt

Tank Fuel

Tank Water

Sand Blaster

Trolley Batcher

ELECTRIC EQUIPMENT

Electric Drill Portable

Electric Flexible Shaft

Electric Grinder Portable

Electric Wrench

Generator Units

Transformer

PUMP

Pump

Pump, Gasoline & Fuel Oil

Pump, Water-Stationery

## SAW AND SAWMILL

Chain Saw  
Power Saw

Pneumatic Saw  
Saw Mill

Table & Bench Saw

## SHOP EQUIPMENT

Amprobe  
Analyzer  
Armature Growler  
Battery Charger  
Caliper  
Chain Block or Hoist  
Compression Tester  
Conveyor Roller  
Crankshaft Grinder  
Dispenser Pump  
Drill Presses  
Floor Crane  
Furnaces

High Pressure Cleaner or Steam  
Hydraulic Press  
Ignition Test Set  
Jack (all types)  
Line Boring Machine  
Lubricating Machine  
Magnet Magnitizer  
Maintenance Puller  
Micrometer Speed Counter  
Numbering Machine  
Pyromet  
Ridge Reamer  
Rubber Repair Outfit  
Sinker Drill

Henning Set  
Connecting Rod Aligner  
Brake Relining & Reveting Machine  
Lather, Sharpener, Milling Machine and Slotter Planner  
Soldering Gun  
Surface Grinder  
Tap & Die  
Threading & Cutting Machine  
Valve Fitter  
Volume Pump  
Welding Outfit (Electric)  
Scale (Winslow Aggregated)  
Wheel Balancer, Tester, Insulator and Cleaner

Soldering Outfit  
Tampers Pneumatic  
Tester Injection Pump  
Valve Refacers & Seat  
Welding Outfit (Acetylene)

## 79-815-Hand Tools

Adzes  
Anvils  
Axes  
Blow Torch  
Bolo  
Brace Drill  
Center Punch  
Chisel  
Chucks  
Clamp (all types)  
Drill Bits  
Extractor  
File  
Forges

Hack Saw  
Hand Drill  
Hedge  
Hoes  
Hack Screw  
Pickmattock  
Planes  
Pliers  
Push Rules  
Prying Tools  
Pump-Air, Hand  
Rasps  
Tatches  
Wrenches (all types)

Saw  
Scraper  
Shovels  
Oiler  
Tongs  
Trimmer  
Trowel  
Rakes  
Plumb Bob  
Screwdrivers  
Steel Tape Rules  
Vises (all types)  
Grease Gun Lever

## 79-816-Furniture and Office Equipment

### FURNITURE

Bed  
Benches  
Cabinets  
Cardex-Wood  
Chairs  
Counters

Desk  
Dresser)  
Filing Card  
Hatrack  
Map Shelves  
Mattress

Portable Shelves  
Sala Set  
Stool  
Tables  
Tray

## OFFICE EQUIPMENT

Abacus	Dry Seal	Pencil Sharpener
Adding Machine	Electric Fans	Perforator (Puncher)
Air Conditioner	Electric Range	Printing Presser
Attache Case	Hopper Accordion	Photographic Dryer
Bag	Ink Stand	Photographic Roller
Bundy Clock	Index, Steel	Steel Locker Cabinet
Calculating Machine	Manual	Staple Wire Remover
Catalog	Storage Cabinet	Slide Projector
Cardex, Steel	Fountain Pen	Typewriter
Check Master	Copy Holder	Paper Cutter
Dater	Polisher	Filing Cabinet
Stapler	Portfolio	Ruler
Table Clock	Refrigerator	Trimming & Cutting Machine

### 79-817 - Industrial and Scientific Exhibits

All kinds of Exhibits created or fabricated for public display.

### 79-818 - Ordinance

Belt	Cleaning Rod	Pistol
Carbine	Holster	Revolver
Cartridge	Magazine	Rifle
Shotgun	Straps and other accessories	

### 79-819 - Technical and Scientific Equipment

#### DRAWING INSTRUMENT

Automizer	Drafting Set	Tracing Board
Drafting Machine	Erograph	Straight Edge
Triangle	Protractor	Widget Circular
Digging Machine	Slide Rule	Pantograph Planimeter
Drawing Set	T-Square	Triangular Scale
Lettering Set	Template	
Ansless Mechanical		
Integrator		
Center Screw Compasses		
& Dividers		

#### SURVEYOR'S INSTRUMENT

Altimeter	Stadia Rod	Levelling Rod
Chain Band	Transit	Surveyor's Hook
Compass	Tripod	Steel Tape
Dumpy Level	Umbrella	Theodolite wild
Pole Range	Alidade Outfit	
Plumbo String Target		

#### SURGICAL INSTRUMENT

Syringe	Receptacle	Electric Sterilizer
Contra Angle	Dental Chair	Gooseneck Exam. Lamp
Cotton Holder	Waste Receptacle	Blood Pressure Gauge
Dapen Disc	Amalgam Furnisher	Thermometer
Forceps	T.T.S. Tissue	Tuberculin Syringe
Mallet	Dental Cuspidor	Plastic Spatula
Explorer	Excavator Spoon	Cotton Plier
Holder Barb	Straight Elevator	Carrier & Plugger
Chisel	Elevator	Interproximal Scale
Rubber Bowl & Spatula		
Physician Detectomedic Scale		

## METEOROLOGICAL

Rain Gauge

Barometer

Thermometer

## BIOLOGICAL INSTRUMENT AND APPARATUS

Weight & Measure

Pulvionometer

Permeability Test

Manifold

Stirrer, Drive

Mechanical Tester Interval

Solid Grinder

Cyl. Steel Soil

Parshall Measuring

Sieve

Filtration Test

Oven Isotemperature

Meter PH

Distilling Test

Conductivity

Magnifier

Brass Sieve

Bridge

Stop Watch

Testing Equipment

### 79-820 - Fire Fighting Equipment

Fire Truck

Home Mozzle

Fire Wagon

Hooks

Buckets

Fire Extinguisher

Fire Hose

Fire Alarm Apparatus

Chains

### 79-821 - Telegraphic, Telephone, Radio & Cable Equipment

Switchboard

Radio Phono

Transmitter

Walkie-Talkie

Linenmen's Outfit

Lighting Arrester

Testing Instrument

### 79-822 - Aircraft & Appurtenances

### 79-823 - Jork Animals

Livestock

### 79-824 - Books

### 79-829 - Other Equipment

Holnet

Boots

Cup

Curtain

Padlock

Battery

Jar

Paint Brush

Container

Pitcher

Pail

Pillow

Saucer

Mirror

Table Runner

Thermos

Flag

Teaspoon

Calendar

Balcolite

Drum, empty

Canvass Tent

Switch

Softballs

Pillow Case

Gloves

Switch Box

Steel Brush

Knife, Kitchen

Hacksaw Blade

Blanket

Flashlight

Drinking Glass

Umbrella

Ash Tray

Sugar Bowl

Glass

Bat

Apron

Venetian Blind

Buzzer

Moistener

Cooler Jag

Inner Tube

Lamp Reflector

Percolator

Power Outlet

Kitchen Sink

Garden Scissor

Desk Pad

Mortar & Pestle

Feeder

Waste Can

Flag Pole Cord

Fork & Spoon

Loose Leaf Folder

Garden Hose

Water Meter

Crasher

Suyod

Cool Cushion

Casserole, Aluminum Latch

Pigeon Hole

Battery Connector Moulding, for Battery Post

Parallel Arm Door Closer

Project Auditor or his  
Authorized Representative

- Witness

D) NIA Central Office, Quezon City  
NIA Warehouse, MAS Compound,  
Port Area, Manila

Manager, Property Division  
Manager, Gen. Accounting Div./  
Manager, Foreign Loans Division  
Manager, Equipment Repair &  
Evaluation Division  
COA Authorized Representative

- Chairman

- Member

- Member

- Witness

E) Consolidated Inventory Report

Manager, Property Division  
Manager, Gen. Accounting Div./  
Manager, Foreign Loans Division  
COA Authorized Representative

- Chairman

- Member

- Witness

The above created Inventory Committees are hereby directed  
to observe the following:

1. All NIA Property shall be grouped in accordance with  
the following: (See attached sheets for grouping  
and/or classification of the various NIA property).

A. Inventories (Account 72)

1. Items for Resale - 72-360
2. Supplies and Materials - 72-800  
(Acquired free of charge)
3. Miscellaneous - 72-900

B. Land & Land Improvement (Account 77)

( To be submitted by the Foreign Loan  
Accounting Division and the General  
Accounting Division, Controllorship  
Department)

C. Buildings and Structures (Account 8-78-800)

D. Furniture, Equipment & Work Animals

1. Economic Development

- a) 79-811 - Watercraft and  
Appurtenances
- b) 79-812 - Motor Vehicles,  
Land Transportation  
Equipment  
and Accessories
- c) 79-813 - Construction Equip-  
ment & Accessories
- d) 79-814 - Industrial Machine-  
ries and Implement
- e) 79-815 - Hand Tools