

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
Quezon City

MC # 12, s. 1996

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL IRRIGATION
MANAGERS, OPERATION/PROJECT MANAGERS, IRRIGATION
SUPERINTENDENTS, PROVINCIAL IRRIGATION OFFICERS,
REGIONAL/PROJECT ACCOUNTANTS, CORPORATE AUDITOR,
REGIONAL/PROJECT AUDITORS, RESIDENT AUDITORS
AND ALL OTHERS CONCERNED
This Agency

SUBJECT: CORPORATE BUDGET CIRCULAR NO. 17 DATED FEBRUARY 9, 1996
- UPDATING AND CLARIFYING THE GUIDELINES IN THE GRANT
OF AUTHORITY TO PURCHASE EQUIPMENT

For the information and guidance of all concerned, attached is a copy of the Corporate Budget Circular No. 17 dated February 9, 1996 issued by the Department of Budget and Management which establishes an updated and simplified guidelines in the grant of authority for the purchase of equipment incorporated in the agency's corporate operating budget. This is designed primarily to enable acquisition of the necessary equipment in time for the implementation of respective programs and projects.

For purposes of uniformity in the submission of equipment procurement program, the following procedures shall be complied with:

1) For Central Office -

Each Division shall submit a duly accomplished Annual Equipment Procurement Program (AEP) Form CY 1996 (Annex A) to the Department Head who shall evaluate and consolidate same into a Department equipment procurement program. The Administrator, Assistant Administrators, Corporate Board Secretary and their staff shall likewise prepare their procurement program.

2) For Field Offices -

National Irrigation Systems and Provincial Irrigation Offices shall submit their AEP to their respective Regional Offices for review and evaluation by the Regional/Operation/Equipment Manager and consolidate the same into a regional AEP for approval of the Regional Manager.

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Projects/Operations Managers who have Irrigation Systems and PIO's under their jurisdiction shall submit their procurement program to the Regional Office for inclusion in the Consolidated Regional program. Thereafter, the Regional Office shall submit the ARPP to the EMD-C.O. for further review and evaluation.

The following are assigned to extend necessary assistance in coordination and consolidation of ARPP from, and monitor compliance with the established rules by the concerned field offices:

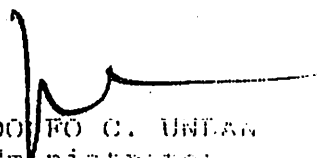
HTS	-	SMB
CIS/CTPs	-	CIDP
SPECIAL PROJECTS	-	SPS/FDI
CARP	-	AA/SOEM

Two (2) copies of the Consolidated ARPP with the complete data and supporting schedules, as required, duly approved by the concerned Assistant Administrator, shall be submitted not later than June 15, 1996 to the Office of the Assistant Administrator for Finance and Administrative, ATTN: Budget Division, Controllershship Dept. for final consolidation and submission to the Dept. of Budget and Mgt. A copy of which should be furnished to the Office of the Assistant Administrator for Systems Operation and Equipment Management, ATTN: EMD.

Thereafter, the deadline for submission of the Annual Equipment Procurement Program for the succeeding years shall be on or before February 1 of the year.

You are hereby enjoined to comply strictly with the provisions of this circular.

Please be guided accordingly.


RODOLFO C. URTAZA
Administrator

May 24, 1996

Annex A
CBC

Attachment J
MC #12, 4, 1996
File

ANNUAL EQUIPMENT PROCUREMENT PROGRAM
GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and of the Corporation. 'Department' refers to the Department which the Corporation is attached.

Use this form to show the proposed equipment outlay

I. GOCC/GFI Proposal

1. **Equipment Item.** Enumerate the proposed equipment for each type, listed in order of priority by program/project where such equipment shall be used. Specification shall follow after each type of equipment.

For example:

- A. **Office Furniture and Equipment**
Chairs, Executive Swivel, high back with arm rest
Chairs, Visitors
2. **Quantity, Unit Cost and Total Amount.** Indicate the quantity, unit cost, and total amount required for each equipment item.
3. **Inventory of Existing Similar Equipment.** Reflect the number of existing serviceable similar equipment for each equipment item enumerated.
4. **Organizational Unit Deployment/Geographical Station Assignment.** Indicate the deployment of the proposed equipment (e.g. head office; regional offices; area offices, branches).
5. **I,A,R.** Indicate I if the equipment is an initial purchase, A if for augmentation, or R if for replacement of serviceable unit.
6. **Justifications.** Provide a brief justification on the proposed equipment. For machineries and other technical equipment, a brief description of the same and their use shall likewise be included.

II. DBM Recommendation.

To be filled in by DBM upon approval.

ANNUAL EQUIPMENT PROCUREMENT PROGRAM
CY 19__

Department : _____								DBM RECOMMEDATION			
Corporation : _____								DBM RECOMMEDATION			
GOCC PROPOSAL								DBM RECOMMEDATION			
Equipment Item (By type and with description)	Qty.	Unit Cost	Amount	Inventory of Existing Similar Equipment	Organizational Unit Deployment Geographical Station Assignment	(Initial) Additional Replacement	Justifications	Qty.	Unit Cost	Amount	Remarks
A. Office Furniture and Fixtures 1.											
B. Office Equipment 1. Information Technology (IT) Equipment 1.											
2. Communications Equipment 1.											
Sub-total											
C. Motor Vehicles 1.											
Sub-total											
D. Books 1											
Sub-total											
Total											
Prepared by: _____								Recommended by: _____			
Approved by: _____								Approved by: _____			
Finance Officer/Planning Officer								Director, BFB-E			
Head of Corporation								DBM Secretary			
Date								Date			

INVENTORY OF EQUIPMENT
GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and of the Corporation. 'Department' refers to the Department which the Corporation is attached.

Use this form to show the inventory of equipment of the Government Corporation.

1. **Equipment Item.** Enumerate the equipment for each type, listed in order of priority by program/project where such equipment are used. Specification shall follow after each type of equipment.

For example:

- A. Office Furniture and Equipment
Chairs, Executive Swivel, high back with arm rest
Chairs, Visitors

2. **Quantity, Unit Cost and Total Amount.** Indicate the quantity, unit cost, and total acquisition cost/amount for each equipment item.
3. **Inventory of Existing Equipment.** Reflect the number of existing serviceable equipment for each equipment item enumerated.
4. **Date of Acquisition.** Indicate the date when the equipment was purchased.
5. **Organizational Unit Deployment/Geographical Station Assignment.** Indicate the present deployment of the equipment (e.g. head office; regional offices; area offices, branches).
6. **Remarks.** Disclose relevant information such as the condition of the equipment.

INVENTORY OF EQUIPMENT
CY 19 __

Department :							
Corporation :							
Equipment Item (By type and with description)	Qty.	Unit Cost	Amount	Inventory of Existing Equipment	Date of Acquisition	Organizational Unit Deployment Geographical Station Assignment	Remarks
A. Office Furniture and Fixtures 1.							
B. Office Equipment 1. Information Technology (IT) Equipment 1.							
2. Communications Equipment 1.							
Sub-total							
C. Motor Vehicles 1							
Sub-total							
D. Books 1.							
Sub-total							
Total							

Prepared by: _____

Approved by: _____

Finance Officer/Planning Officer

Head of Corporation

Date

Annex C
CBC

REPORT ON ACTUAL EQUIPMENT PURCHASES
GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and of the Corporation. 'Department' refers to the Department which the Corporation is attached.

Use this form to show the actual annual equipment purchases of the Government Corporation.

1. **Equipment Item.** Enumerate the equipment purchased for each type, listed in order of program/project where such equipment are used.
2. **Specifications.** Brief description of the equipment as follows:
 - A. **Office Furniture and Equipment**
Chairs; Executive Swivel; high back with arm rest
Chairs, Visitors
3. **Quantity, Unit Cost and Amount.** Indicate the quantity, unit cost and amount for each equipment item.
4. **Organizational Unit Deployment/Geographical Station Assignment.** Indicate the present deployment of the equipment (e.g. head office; regional offices; area offices, branches).
5. **Remarks.** Disclose relevant information.

REPORT ON ACTUAL EQUIPMENT PURCHASES

CY 19__

DEPARTMENT:

CORPORATION:

EQUIPMENT ITEM						
SPECIFICATIONS						
QTY.						
UNIT COST						
AMOUNT						
Organizational Unit						
Deployment/Geographical						
Station Assignment						
REMARKS						
</						

Prepared by:

Approved by:

Recommended by:

Approved by

Finance Officer/Planning Officer

Head of Corporation

Date

Director, BFB-E

DBM Secretary

Date