

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

MC No. 22 s. 1996

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, THE ASSISTANT ADMINISTRATORS, DEPARTMENT/STAFF HEADS, REGIONAL IRRIGATION DIRECTORS, OPERATION/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, 1996.

Pursuant to the Provisions of Presidential Decree Number 77 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, 1996. This shall be accomplished in General Form Number 13. 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  
Accounting Clerk  
One (1) other member to be designated  
by Head of Office  
One (1) Auditing Examiner

- Chairman  
- Member  
- Member  
- Witness

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B) Regional Office and/or Depot

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
Project Auditor or his Authorized Representative	- Witness

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

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

E) Consolidated Inventory Report

Manager, Property Division	- Chairman
Manager, Gen. Accounting Div./ Manager, Foreign Loans Division	- Member
COA Authorized Representative	- 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 Loans Accounting Division and the General Accounting Division, Controllershship 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 Equipment & Accessories
- d) 79-814 - Industrial Machines and Implement
- e) 79-815 - Hand Tools
- f) 79-816 - Furniture & Office Equipment
- g) 79-817 - Industrial and Scientific Exhibits
- h) 79-818 - Ordnance, Non-Expendable Supplies and Equipment
- 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) 79-823 - 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, 1995 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 Receipt 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). Accounts included in the summary report must also be indicated in the Inventory Report, i.e. Account 8-78-800.
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 NIA Central Office and MAS Compound shall be approved by the Manager, Procurement and Physical Resources Department and attested by the authorized COA representative.

All Inventory Reports (Original and three (3) copies) should reach the Property Division, Procurement and Physical Resources Department, not later than February 15, 1997 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, Procurement and Physical Resources 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, 1997.

Strict compliance is hereby enjoined.



RODOLFO C. LUNDAN  
Administrator

August 5, 1996

"ANNEX A"

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

December 31, 1996

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

LIST OF INVENTORY ITEMS, LAND, LAND IMPROVEMENT  
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AND STRUCTURES AND VARIOUS EQUIPMENT LISTED  
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UNDER EACH ACCOUNT FOR REFERENCE AND GUIDANCE  
-----  
IN THE PREPARATION OF 1994 INVENTORY REPORT  
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A) Items for Resale  
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All Irrigation Water Pumps for sale to pump recipient

72-360 - Supplies and Materials (Acquired free of charge)  
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All World Food Program Commodities shall be listed  
under this account in the Inventory Report.

72-800 - Miscellaneous  
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All spare parts, construction supplies and materials  
on hand as of December 31, 1996 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, Controllership Dept.)

77-813 - Economic Development  
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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  
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The total construction cost as of December 31, 1996 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)  
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D) EQUIPMENT (ACCOUNT 79)  
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1. Economic Development (79-800)

79-810 - Watercrafts and Appurtenances  
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Bancas  
Engine Pump

Outboard  
Paddles

Rowboat  
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
79-814 -	Industrial Machinery and Implement		
	Tractors		
	Tractor Crane	Tractor Units	Tractor Wheeled

#### EXCAVATION EQUIPMENT

Auger Soil Bit	Excavator, crawler mounted
Bucket, Concrete	Excavator, Truck mounted
Bucket, Clamshell (extra unit)	Gradall
Bucket, dragline (extra unit)	Rivet Bushing
Front End Loader, tire mounted	Scraper, carry-all
Conveyor, belt portable	Tagline
Crane, Austine	Terratrak
Crane, Roundabout	Tournacrock
Crane, Shovel Crawler	Tournapul
Crane, Shovel Trailer Mounted	Tournatractor or
	Tornadoizer

#### CRUSHING, SCREENING AND WASHING MACHINE

Car Washer	Washing and Screening
Combination Crusher	Rock Crusher
Cyrenory Crusher	Vibrating Screens
Jaw Crusher	

#### CONCRETE EQUIPMENT

Bar Bender	Concrete Finishers	Fine Grader
Bar Cutter	Concrete Mixer	Ford Grader
Batching Plants	Concrete Pipe Mould	Road Pavers
Concrete Cart	Concrete Speeders	
Concrete Vibrator		
Wheelborrows, rubber tire		



## AIR COMPRESSOR AND ALL PNEUMATIC TOOLS

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Air Compressor	Holer Ons	Pneumatic Hammer
Air Drill	Impack Range	Rivet Bushing
Concrete Grinder	Jack Hammer	Riveting Hammer
Grill Sharpener	Paving Breaker	Wagon Drill

## ROAD EQUIPMENT

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Asphalt Pavers	Grader, Road Towed	Polier
Asphalt Plants	Maintenance Patching	Tank Asphalt
Briscoe Ditcher	Maintenance Pumilla	Tank Fuel
Chip Spreaders	Road Broom Rotary	Tank Water
Grader Elevating	Road Mixer	Sand Blaster
Asphalt Distributor		Trolley Batcher
Grader, Road Motorized		

## ELECTRIC EQUIPMENT

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Electric Drill Portable	Electric Wrench
Electric Flexible Shaft	Generator Units
Electric Grinder Portable	Transformer

## PUMP

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Pump  
Pump, Gasoline & Fuel Oil  
Pump, Water-Stationery

## SAW AND SAWMILL

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Chain Saw	Pneumatic Saw	Table & Bench Saw
Power Saw	Saw Mill	

## SHOP EQUIPMENT

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Amprobe	High Pressure Cleaner or Steam
Analyzer	Hydraulic Press
Armature Growler	Ignition Test Set
Battery Charger	Jack (all types)
Caliper	Line Boring Machine
Chain Block or Hoist	Lubricating Machine
Compression Tester	Magnet Magnitizer
Conveyor Roller	Maintenance Puller
Crankshaft Grinder	Micrometer Speed Counter
Dispenser Pump	Numbering Machine
Drill Presses	Pyromet

Floor Crane	Ridge Reamer
Furnaces	Rubber Repair Outfit
Henning Set	Sinker Drill
Connecting Rod Aligner	
Brake Relining & Riveting	Machine
Lather, Sharpener, Milling	Machine & Slotter Planner
Soldering Gun	Soldering Outfit
Surface Grinder	Tampers Pneumatic
Tap & Die	Tester Injection Pump
Threading & Cutting Machine	
Valve Fitter	Valve Refacers & Seat
Volume Pump	Welding Outfit (Acetylene)
Welding Outfit (Electric)	
Scale (Winslow Aggregated)	
Wheel Balancer, Tester, Insulator and Cleaner	

#### 79-815-Hand Tools

Adzes	Hack Saw	Saw
Anvils	Hand Drill	Scraper
Axes	Hedge	Shovels
Blow Torch	Hoes	Oiler
Bolo	Hack Screw	Tongs
Brace Drill	Pickmattock	Trimmer
Center Punch	Planes	Trowel
Chisel	Pliers	Rakes
Chucks	Push Rules	Plumb Bob
Clamp (all types)	Frying Tools	Screw drivers
Drill Bits	Pump-Air, Hand	Steel Tape Rules
Extractor	Rasps	Vises (all types)
File	Tatches	Grease Gun Lever
Forges	Wrenches (all types)	

#### 79-816-Furniture and Office Equipment

##### FURNITURE

Bed	Desk	Portable Shelves
Benches	Dresser	Sala Set
Cabinets	Filing Card	Stool
Cardex-Wood	Hatrach	Tables
Chairs	Map Shelves	Tray
Counters	Mattress	

##### 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

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All kinds of Exhibits created or fabricated for public display.

#### 79-818-Ordnance

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

#### 79-819-Technical and Scientific Equipment

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##### DRAWING INSTRUMENT

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

##### SURVEYOR'S INSTRUMENT

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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

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Syringe	Receptacle	Electric Sterilizer
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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 Bur	Straight Elevator	Carrier & Plugger
Chisel	Elevator	Interproximal Scale
Rubber Bowl & Spatula	Physician Detecto	Medic Scale

#### METEOROLOGICAL

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Rain Gauge	Barometer	Thermometer
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#### BIOLOGICAL INSTRUMENT AND APPARATUS

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Weight & Measure	Pulviometer	Permeability Test
Manifold	Stirrer, Drive	Mech. 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

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Fire Truck	Home Nozzle
Fire Wagon	Hooks
Buckets	Fire Extinguisher
Fire Hose	Fire Alarm Apparatus
Chains	

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

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Switchboard	Radio Phone
Transmitter	Walkie-Talkie
Linemen's Outfit	Lighting Arrester
Testing Instrument	

#### 79-822-Aircraft & Appurtenances

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#### 79-823-Work Animals

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Livestock

#### 79-824-Books

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79-829-Other Equipment

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Helmet	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
Weeder	Waste Can	Flag Pole Cord
Fork & Spoon	Loose Leaf Folder	Garden Hose
Water Meter	Brasher	Suyod
Cool Cushion	Casserole, Aluminum	Latch
Pigeon Hole	Battery Connector	Moulding for-
Parallel Arm-		Battery Post
Door Closer		