

Republic of the Philippines
National Irrigation Administration
EDSA, Diliman, Quezon City

M.C. No. 23, s. 1999

MEMORANDUM CIRCULAR

*Notes + file
HFK 7/13*

TO : ALL REGIONAL IRRIGATION MANAGERS; OPERATIONS MANAGERS;
PROJECT MANAGERS; PROVINCIAL IRRIGATION OFFICERS;
SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION
OFFICES; REGIONAL/INTEGRATED SYSTEM/PROJECT EQUIPMENT
MANAGERS AND ALL OTHERS CONCERNED.

SUBJECT : EQUIPMENT HISTORY AND LOGBOOK

In order that a complete and updated data of all equipment including relevant activities shall be available at all times for reference and evaluation, the attached forms, namely; "History of Equipment" and "Equipment Logbook" have been devised. Effective immediately, you are hereby directed to undertake the following:

1. File and maintain individual equipment historical data by using the attached form History of Equipment (EH-1) to be taken from the EM-12 (daily operation, maintenance and repair costs) reports and be updated on a monthly basis.
2. File and maintain individual equipment record of activities adopting the attached form Equipment Logbook (EH-2). A record book or loose sheets bonded in a folder or the like following the format maybe used for uniformity.
3. EH-1 should be accomplished by the field/project office where the equipment are presently located or assigned and to be on file together with the EM-12. Likewise, only EH-12A (monthly summary of OMRC) reports should be submitted to the Regional Equipment Management Division (REMD)/Integrated System Equipment Management Division (ISEMD). Project Equipment Management Division (PEMD) must also submit EM-12A reports to REMD/SEMD.
4. REMD/SEMD must evaluate EH-1, EH-2 and EM-12 reports during periodic inspection, file EM-12A reports submitted by field/project offices and submit to EMD-CO EM-12B (quarterly summary of OMRC) reports of not only selected equipment per MC# 46, s. 1990 but all types of equipment in accordance with the approved revised equipment classification per MC# 56, s. 1993.
5. At the end of the year, all field/project offices must submit a copy of EH-1 of all equipment to REMD/SEMD, which the latter must in turn submit to EMD-CO one month after.

All equipment data and activities reflected in EH-1, EH-2 and EM-12 must always be with the equipment even if they will be transferred to another office/region.

This memorandum circular shall take effect immediately. All previous memoranda inconsistent herewith are hereby amended accordingly.

For compliance.


MANUEL S. AREVALO
Administrator

July 9, 1999

311.

DATE ACQUIRED : _____
SOURCE OF ACQ : _____
ACQUISITION COST : _____
RENTAL RATE : _____

PAGE 1 OF

Note: Available usage must correspond to the actual no. of days the equipment is operable within the period.

[illegible]

REPAIR

PAGE 2 OF

PARTICULARS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	REMARKS
SPARE PARTS : COST :													
engine													
JOB ORDER : COST :													
SPARE PARTS : COST :													
power train													
JOB ORDER : COST :													
body repair													
JOB ORDER : COST :													
painting													
SUPPLIES/MAT: COST :													
SPARE PARTS : COST :													
brake system													
JOB ORDER : COST :													
SPARE PARTS : COST :													
fuel system													
JOB ORDER : COST :													
SPARE PARTS : COST :													
cooling sys													
JOB ORDER : COST :													
SPARE PARTS : COST :													
lube system													
JOB ORDER : COST :													
SPARE PARTS : COST :													
hyd system													
JOB ORDER : COST :													
SPARE PARTS : COST :													
exhaust sys													
JOB ORDER : COST :													
SPARE PARTS : COST :													
elec system													
JOB ORDER : COST :													
LABOR : MAN-HR :													
LABOR : COST :													
RENTAL EARNED													
EXTERNAL													
INTERNAL													

Prepared by: _____

Evaluated by: _____

Submitted by: _____

I

For the month of _____, 19____

PROPERTY NUMBER	EQUIPMENT TYPE	MAKE/MODEL	CAPACITY
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
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18	18	18	18
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98	98	98	98
99	99	99	99
100	100	100	100

[illegible]

NOTE: 1/ - Answers the basic questions WHAT, WHERE, WHEN, HOW, WHO?

- a) What? - type of work done by the equipment, repair work done on the equipment, parts replaced, etc.
b) Where - the equipment was used, transferred, leased, spare parts taken from, etc.
c) When? - the equipment was transferred; replaced with spare parts, battery, tires, filters; changed oil. etc.
d) How? - the accident happen, etc.
e) Who? - name of leasee, project who borrowed the equipment, etc.