

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

MC No. 21 s. 2000

MEMORANDUM CIRCULAR

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

SUBJECT : **Submission of Annual Inventory Report on all NIA Property as of December 31, 2000.**

Pursuant to the Provisions of Presidential Decree No. 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, 2000. This shall be accomplished in General Form Number 13. The report shall include all properties that are found at station and those outside and those lost but with corresponding Memorandum Receipts on file. The Inventory Report shall be accompanied by updated Memorandum Receipts duly signed by the incumbent Chief Of Office or his duly authorized representative.

Inventory Reports for Information Technology (IT) Equipment and Furniture, Fixtures, Equipment Work Animals and Books costing less than P10,000.00 and those costing P10,000.00 and above shall be reported separately pursuant to COA Circular No. 98-001 dated February 3, 1998.

The Inventory Committees hereunder are hereby constituted:

A) Provincial Irrigation Office, Irrigation System, Project and District.

Property Clerk/Storekeeper	- Chairman
Accounting Clerk	- Member
One member to be designated by Chief of Office	- Member
COA Auditing Examiner	- Witness

B) Regional Office and Depot

Administrative Officer	- Chairman
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Regional Supply Officer	- Member
Regional Accountant	- Member
Regional Equipment Manager	- Member
Regional Auditor or his Authorized Representative	- Witness

C) Special Project

Administrative Officer	- Chairman
Project Supply Officer	- Member
Project Accountant	- Member
Project Equipment Manager	- Member
Project Auditor or his Authorized Representative	- Witness

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

Manager, Property Division	- Chairman
Manager, General Accounting Division /	
Manager, Foreign Loans Division	- Member
Manager, Equipment Planning & Specifications Division	- Member
COA Authorized Representative	- Witness

E) Consolidated Inventory Report

Manager, Property Division	- Chairman
Manager, General Accounting Division /	
Manager, Foreign Loans Division	- Member
Manager, Equipment Planning & Specifications 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
(Acquired free of charge) | - 72-800 |
| 3. Miscellaneous | - 72-900 |

B. Land & Land Improvement (Account 77)

(To be submitted by the Foreign Loans Accounting Division and the General Accounting Division, Controllership Department.)

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

D. Furniture, Equipment & Work Animals (Account 79)

1. Economic Development (79-800)

- a) 79-811 - Watercraft and Appurtenances
- b) 79-812 - Motor Vehicles, Land Transportation Equipment & Accessories
- c) 79-813 - Construction Equipment & Accessories
- d) 79-814 - Industrial Machineries and Implements
- 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 - Telegraph, 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. 13 shall be properly filled.

a) Columns 1 to 13

The Supply or Property Officer shall list and enter all equipment and other property under his custody as of December 31, 2000 based on updated equipment ledger cards, supplies ledger cards and other available property documents.

b) Column 14 - Remark

The Supply or Property 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 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

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December 31, 2000

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) BUILDINGS AND STRUCTURES -
(ECONOMIC SERVICES ACCOUNT 8-78-800) _____

D) FURNITURE, EQUIPMENT & WORK ANIMALS (ACCOUNT 79)
1. ECONOMIC DEVELOPMENT (79-800) _____

79-811	Watercraft and Appurtenances	_____
79-812	Mtr. Vehicles, Land Transpo. Eqpt. & Accessories	_____
79-813	Construction Equipment & Accessories	_____
79-814	Industrial Machineries & Implements	_____
79-815	Hand Tools	_____
79-816	Furniture and Office Equipment	_____
79-817	Industrial and Scientific Exhibits	_____
79-818	Ordinance, Non-Expendable Supplies and Equipment	_____
79-819	Technical and Scientific Equipment	_____
79-820	Fire Fighting Equipment	_____
79-821	Telegraph, 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
AND STRUCTURES AND VARIOUS EQUIPMENT LISTED
UNDER EACH ACCOUNT FOR REFERENCE AND GUIDANCE
IN THE PREPARATION OF 2000 INVENTORY REPORT

A) Inventories (Account 72)

- 72-360 - Items for Resale
All Irrigation Water Pumps for sale to pump recipient.
- 72-800 - Supplies and Materials (Acquired free of charge)
All World Food Program Commodities shall be listed under this account in the Inventory Report.
- 72-900 - Miscellaneous

All spare parts, construction supplies and materials on hand as of December 31, 2000 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
Total of an Irrigation System completed including the lands, headgates, canals and laterals, etc. shall be listed under this account.
- 77-908 - Construction In Process
The total construction cost as of December 31, 2000 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)

- 79-811 - Watercrafts and Appurtenances
- | | | |
|---------------|-----------|---------|
| Banca | Outboard | Rowboat |
| Engine Pump | Paddle | Sail |
| Inboard Motor | Propeller | Sextant |
- 79-812 - Motor Vehicles, Land Transportation Equipment & Accessories.
- | | | |
|------------|------------|---------------|
| Automobile | 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) | Dolly (extra) | Tank Truck |

TRACTOR

Tractor Crane

Tractor Unit

Tractor Wheeled

EXCAVATION EQUIPMENT

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

CRUSHING, SCREENING AND WASHING MACHINE

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

CONCRETE EQUIPMENT

Bar Bender	Concrete Finisher	Fine Grader
Bar Cutter	Concrete Mixer	Ford Grader
Batching Plants	Concrete Pipe Mould	Road Paver
Concrete Cart	Concrete Speeder	
Concrete Vibrator		
Wheelborrow, rubber tire		

AIR COMPESSOR AND ALL PNEUMATIC TOOLS

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

Asphalt Paver	Grader, Road Towed	Poller
Asphalt Plant	Maintenance Patching	Tank Asphalt
Briscoe Ditcher	Maintenance Pumilla	Tank Fuel
Chip Spreader	Road Broom Rotary	Tank Water
Grader Elevation	Road Mixer	Sand Blaster
Asphalt Distributor	Grader, Road Motorized	Trolley Batcher

ELECTRIC EQUIPMENT

Electric Drill Portable	Electric Wrench
Electric flexible shaft	Generator Unit
Electric Grinder Portable	Transformer

PUMP

Pump

Pump, Gasoline & Fuel Oil

Pump, Water-Stationery

SAW AND SAWMILL

Chain Saw

Pneumatic Saw

Table & Bench Saw

Power Saw

Saw Mill

SHOP EQUIPMENT

Amprobe

Analyzer

Armature Growler

Battery Charger

Caliper

Chain Block or Hoist

Compression Tester

Conveyor Roller

Crankshaft Grinder

Dispenser Pump

Drill Press

Floor Crane

Furnace

Henning Set

Connecting Rod Aligner

Brake Relining & Riveting

Lather Sharpener, Milling

Soldering Gun

Surface Grinder

Tap & Die

Threading & Cutting Machine

Valve Fitter

Welding Outfit (Electric)

Wheel Balancer, Tester, Insulator and Cleaner

High Pressure Cleaner or Steam

Hydraulic Press

Ignition Test Set

Jack (all types)

Line Boring Machine

Lubricating Machine

Magnet Magnetizer

Maintenance Puller

Micrometer Speed Counter

Numbering Machine

Pyromet

Ridge Reamer

Rubber Repair Outfit

Sinker Drill

Machine

Machine & Slotter Planner

Soldering Outfit

Tampers Pneumatic

Tester Injection Pump

Valve Refacer & Seat

Welding Outfit (Acetylene)

Volume Pump

Scale(Winslow Aggregated)

79-815 - Hand Tools

Adze

Anvil

Axe

Blow Torch

Bolo

Brace Drill

Center Punch

Chisel

Chuck

Clamp (all types)

Drill Bit

Extractor

File

Forge

Hack Saw

Hand Drill

Hedge

Hoes

Hack Screw

Pickmattock

Plane

Plier

Push Rule

Prying Tool

Pump-Air, Hand

Rasp

Tatche

Wrenche (all types)

Saw

Scraper

Shovel

Oiler

Tong

Trimmer

Trowel

Rake

Plumb Bob

Screw Driver

Steel Tape Ruler

Vise (all types)

Grease Gun Lever

79-816 - **Furniture and Office Equipment**

FURNITURE

Bed	Desk	Portable Shelf
Bench	Dresser	Sala Set
Cabinet	Filing Card	Stool
Cardex-Wood	Hat Rack	Table
Chair	Map Shelf	Tray
Counter	Mattress	

OFFICE EQUIPMENT

Abacus	Dry Seal	Pencil Sharpener
Adding Machine	Electric Fan	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	Strap and other accessories	

79-819 - **Technical and Scientific Equipment**

DRAWING INSTRUMENT

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 Compass & Divider		Integrator
Computer		

SURVEYORS INSTRUMENT

Altimeter	Stadia Rod	Levelling Rod
Chain Band	Transit	Surveyors Hook

Compass
Dumpy Level
Pole Range

Tripod
Umbrella
Alidade Outfit

Steel Tape
Theodolite Wild
Plumbo String Target

SURGICAL INSTRUMENT

Syringe
Contra Angle
Cotton Holder
Dapen Disc
Forceps
Mallet
Explorer
Holder Bur
Chisel

Receptacle
Dental Chair
Waste Receptacle
Amalgam Furnisher
T.T.S. Tissue
Dental Cuspidor
Excavator Spoon
Straight Elevator
Elevator

Electric Sterilizer
Gooseneck Exam. Lamp
Blood Pressure Gauge
Thermometer
Tuberculin Syringe
Plastic Spatula
Cotton Plier
Carrier & Plugger
Interproximal Scale

Rubber Bowl & Spatula
Physician Detectomedic Scale

METEOROLOGICAL

Rain Gauge

Barometer

Thermometer

BIOLOGICAL INSTRUMENT AND APPARATUS

Weight & Measure
Manifold
Solid Grinder
Sieve
Meter PH
Magnifier
Stop Watch

Pulviometer
Stirrer, Drive
Cyl. Steel soil
Filtration Test
Distilling Test
Brass Sieve
Testing Equipment

Permeability Test
Mech. Tester Interval
Parshall Measuring
Oven Isotemporeure
Conductivity
Bridge

79-820 - Fire Fighting Equipment

Fire Truck	Home Nozzle
Fire Wagon	Hook
Bucket	Fire Extinguisher
Fire Hose	Fire Alarm Apparatus

79-821 - Telegraph, Telephone, Radio & Cable Equipment

Switchboard	Radio Phone	Pager
Transmitter	Walkie-Talkie	
Linemen Outfit	Lightning Arrester	
Testing Instrument	Cellphone	

79-822 - Aircraft & Appurtenances

79-823 - Work Animals

Livestock

79-824 - Books

Other Equipment

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	Softball
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	Battery Post	Garden Hose
Water Meter	Brasher	Suyod
Cool Cushion	Casserole, Aluminum	Latch
Pigeon Hole	Battery Connector	Moulding form
Parallel Arm Door Closer		

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 COA representative should attest the same.
5. For Provincial /System /Project /District Office, the Chief of Office shall recommend the approval of the Inventory Report. For Regional/Special Project Office, the Manager, Administrative Division shall recommend approval of said Report.

All reports shall be transmitted to the Regional Irrigation Manager or Project Manager in case of Special Projects for approval and to the Regional Auditor or Project Auditor for attestation.

Inventory Report for NIA Central Office and MAS Compound shall be recommended by the Manager, Procurement and Physical Resources Department and approved by the Assistant Administrator for Administrative Services and attested by the authorized COA representative.

6. The consolidated NIA Inventory Report shall be certified by the Inventory Committee, recommended by the Assistant Administrator for Administrative Services 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, 2001.

All Inventory Reports from the Regional /Special Project Offices should be submitted to the Property Division, Procurement and Physical Resources Department in three copies, not later than February 15, 2001, for consolidation with the report of the Central Office. To ensure the prompt submission of these reports within the deadline, the Regional Irrigation Managers and Project Managers are hereby directed to supervise and follow up the preparation and processing of these Inventory Reports in all offices under their supervision and jurisdiction.

Strict compliance is hereby enjoined.


MANUEL S. AREVALO
Administrator

05 September, 2000