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

MC No. 54 s. 2001

**MEMORANDUM CIRCULAR**

TO : THE DEPUTY ADMINISTRATOR, THE ASSISTANT  
ADMINISTRATORS, DEPARTMENT MANAGERS, REGIONAL  
IRRIGATION MANAGER, 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, 2001**

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, 2001. 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
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 Representatives	- 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 Representatives	- 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 - 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, Controllership Department.)

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

- D. Furniture, Equipment & Work Animals (Account

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 to be indicated in this column.

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

1. Good - 76% - 100% Operable during the year
2. Fair - 50% - 75% Operable during the year
3. Bad - below 50% Operable during the year

N I A

AUG 27 2001

Administrator's Office  
N I A

AUG 29 2001

Administrator's Office

5.

The report must have a summary following 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.

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 and the COA representative should attest the same.

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 for approval of the Assistant for Administrative Services and attested by the authorized COA representative.

6. The NIA Consolidated Annual 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, 2002.

All Inventory Reports from Regional / Special Projects Offices should be submitted to the Property Division, Procurement and Physical Resources Department in three copies, not later than February 15, 2002, 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.

  
JESUS EMMANUEL M. PARAS  
Administrator

30 August, 2001

Q08.204.275 B-54-05-24

"ANNEX A"

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

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December 31, 2001

**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	Ordnance, 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 2001 INVENTORY REPORT**

**A) Inventories (Account 72)**

- 73-360 - 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, 2001 shall be listed under this account.

**B) LAND AND LAND IMPROVEMENT (ACCOUNT 77)**  
(To be submitted by the Foreign Loan Accounting Division 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, 2001 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

79-814

Industrial Machinery and Implement

TRACTOR

Tractor Crane	Tractor Unit	Tractor Wheeled
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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 COMPRESSOR 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 flexible shaft  
Electric Grinder Portable

Electric Wrench  
Generator Unit  
Transformer

### PUMP

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

### SAW AND SAWMILL

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

### SHOP EQUIPMENT

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 Magnetizer
Conveyor Roller	Maintenance Puller
Crankshaft Grinder	Micrometer Speed Counter
Dispenser Pump	Numbering Machine
Drill Press	Pyromet
Floor Crane	Ridge Reamer
Furnance	Rubber Repair Outfit
Henning Set	Sinker Drill
Connecting Rod Aligner	Machine
Brake Relining & Riverting	Machine & Slotter Planner
Lather Sharpener, Milling	Soldering Outfit
Soldering Gun	Tampers Pneumatic
Surface Grinder	Tester Injection Pump
Tap & Die	Valve Refacer & Seat
Threading & Cutting Machine	Welding Outfit (Acetylene)
Valve Fitter	Volume Pump
Welding Outfit ( Electric)	Scale(Winslow Aggregated)
Wheel Balancer, Tester, Insulator and Cleaner	

79-815

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### HAND TOOLS

Adze	Hack Saw	Saw
Anvil	Hand Drill	Scraper
Axe	Hedge	Shovel
Blow Torch	Hoes	Oiler
Bolo	Hack Screw	Tong
Brace Drill	Pickmattock	Trimmer
Center Punch	Plane	Trowel
Chisel	Plier	Rake
Chuck	Push Rule	Plumb Bob



Clamp (all types)	Prying Tool	Screw Driver
Drill Bit	Pump-Air, Hand	Steel Tape Ruler
Extractor	Rasp	Vise (all types)
File	Tatche	Grease Gun Lever
Forge	Wrenche (all types)	

79-816

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FURNITURE 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

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INDUSTRIAL AND SCIENTIFIC EXHIBITS

All kinds of Exhibits created or fabricated for public display.

79-818

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ORDNANCE

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

79-819

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TECHNICAL AND SCIENTIFIC EQUIPMENT

DRAWING INSTRUMENT

Automizer	Drafting Set	Tracing Board
Drafting Machine	Erograph	Straight Edge

Triangle  
Edging Machine  
Drawing Set  
Lettering Set  
Computer

Protractor  
Slide Rule  
T-Square  
Template

Midget Circular  
Pantograph Planimeter  
Triangular Scale  
Armless Mechanical  
Integrator

#### SURVEYORS INSTRUMENT

Altimeter  
Chain Band  
Compass  
Dumpy Level  
Pole Range

Stadia Rod  
Transit  
Tripod  
Umbrella  
Alidade Outfit

Levelling Rod  
Surveyors Hook  
Steel Tape  
Theodolite Wild  
Plumbo String Target

#### SURGICAL INSTRUMENT

Syringe  
Contra Angle  
Cotton Holder  
Dapen Disc  
Forceps  
Mallet  
Explorer  
Holder Bur  
Chisel  
Rubber Bowl & Spatula  
Physician Detectomedic Scale

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

#### 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 Isotemperature  
Conductivity  
Bridge

79-820

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#### FIRE FIGHTING EQUIPMENT

Fire Truck  
Fire Wagon  
Bucket  
Fire Hose

Home Nozzle  
Hook  
Fire Extinguisher  
Fire Alarm Apparatus

79-821

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#### TELEGRAPH, TELEPHONE, RADIO & CABLE EQUIPMENT

Switchboard  
Transmitter  
Linemen Outfit

Radio Phone  
Walkie-Talkie  
Lightning Arrester

Pager

## Testing Instrument

## Cellphone

79-822 - AIRCRAFT & APPURTENANCES79-823 - WORK ANIMALS79-824 - BOOKS79-829 - 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		