



Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
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OUR REFERENCE:

M.C. No. 11 Series of 2002

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENT/STAFFS, REGIONAL IRRIGATION MANAGERS, PROJECT/OPERATIONS MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS, AND ALL OTHERS CONCERNED

SUBJECT : MONTHLY EQUIPMENT UTILIZATION AND RENTAL GENERATION REPORT (EM-12C)

In order that management can obtain accurate and timely feedback on the implementation of policies as well as assess the need for appropriate changes in strategies, the following data are required to be submitted to the EMD-Central Office on a monthly basis.

1. Monthly utilization of all operable (A-1) heavy equipment including Dump Trucks and Stake Trucks.
2. Monthly Equipment Rental generation from both Internal and External sources.

Attached is the recommended format of the report which shall be submitted to the Assistant Administrator for SOEM, Attn: Equipment Management Department on or before the tenth day of the succeeding month of report period.

This MC shall take effect starting January 2002. Hence, we expect to receive two separate reports (January & February) by March 8, 2002

For compliance.

22 February, 2002


JESUS EMMANUEL M. PARAS
Administrator

MONTHLY REPORT ON EQUIPMENT UTILIZATION & RENTAL GENERATION For the Month of _____ 2002

Regional/Operations/Project Office : _____

Office/E-mail Address : _____

A. EQUIPMENT UTILIZATION:

EQUIPMENT TYPE	QUANTITY		TOTAL	TOTAL NO. OF DAYS ALL EQPT. IN COL 3 ARE OPERABLE	AVERAGE UTILIZATION/DAY	POTENTIAL UTIL. OF ALL EQPT. IN COL 3	ACTUAL UTIL. OF ALL EQPT. IN COL 3	% UTILIZATION
	A1	A2				(M-HR./KM.)	(M-HR./KM.)	
	(1)	(2)				(6)	(7)	
1. Crane, Crawler								
2. Dozer, Crawler								
3. Excavator, Crawler								
4. Excavator, Wheeled								
5. Loader, Crawler								
6. Loader, Crawler w/ B'ho								
7. Loader, Wheeled								
8. Loader, Wheeled w/ B'ho								
9. Motor Grader								
10. Truck-Tractor w/ Trailer								
11. Dump Truck								
12. Stake Truck								

LEGEND:

(1) - No. of Operable Equipment as determined at the end of the month.

(2) - No. of Non-operable Equipment as determined at the end of the month

(3) - Col. 1 + Col. 2

(4) - Total no. of days equipment were operable. These include A2 eqpt. that becomes A1 during the month or vice versa.

(5) - Monthly Avail. Util. divided by 30 days/mo. per MC # 29, s. 1985

(6) - (4) x (5)

(7) - Actual no. of m-hr./km. the equipment were utilized.

(8) - Actual Util./Potential Util. x 100%

B. EQUIPMENT RENTAL GENERATION:

	COMMITMENT		ACTUAL GENERATION		%ACCOMP.		REMARKS
	THIS MONTH	CUMMULATIVE	THIS MONTH	CUMMULATIVE	THIS MONTH	CUMMULATIVE	
1. Internal - P							
2. External - P							
TOTAL - P							

PREPARED BY:

APPROVED:

Regional/Operations/Project Equipment Manager_____
Regional/Operations/Project Manager