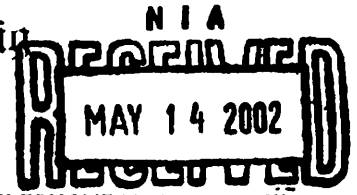




Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 928-0171 to 79
FAX NO.: 926-28-46

22 May 2002

OUR REFERENCE:

MC No. 37 s. 2002

MEMORANDUM CIRCULAR

TO : The Deputy Administrator, Assistant Administrators, Department Managers, Regional Irrigation Managers, Operation Managers, Project Managers, Provincial Irrigation Officers, Irrigation Superintendents, and all Others Concerned.

SUBJECT : Policy Guidelines on the Transfer of Property Accountabilities

It has come to the attention of the undersigned that transfer of supplies materials and equipment from one accountable officer to another or when officers or employees having property accountabilities are transferred from one office to another are effected without proper coordination with the Property Division, PPRD which has the control of all assets of the Agency.

In this connection, attention is invited to the provision of the National Accounting and Auditing Manual.

"SEC. 518. Transfer of Property from one accountable officer to another of the same bureau or office. In the event of the transfer of supplies, materials and equipment from one accountable officer to another, and inventory thereof shall be taken jointly by the outgoing and the incoming officers, and a receipt passed on the basis of such inventory. No officer accountable for property will be relieved from his accountability except upon presentation of a receipt duly accomplished by his successor covering the full value of the property claimed to have been transferred."

Such inventory shall be certified as accurate by the said officers and approved by the chief of the bureau or office.

"SEC. 519. Transfer of officers and employees having property responsibility from one another. - When officers and employees having property responsibility are transferred from one province to another, copies of the order making the transfer shall immediately be sent and mailed to the Auditor's representative in Manila and the Provincial Auditor at the capital of the province to which the said officers and employees are transferred.

1. POLICIES GUIDELINES / REPONSIBILITIES

- 1.1 Any transfer of property accountabilities from one employee to another shall be approved by the Department Manager concerned in the case of Central Office and Chief of Office concerned in the case of Field Offices.

1.2 A Transfer of Property Accountability Form 2 (TPAF) PD Form No. 1 shall be accomplished in four (4) copies and shall be distributed as follows:

Copy 1 – Property Division, PPRD (Central Office) / Property / Supply Officer (Field Office).

Copy 2 - Department Manager concerned / RIM, PIO, IS in the case of Field Office.

Copy 3 – Transferor (the accountable officer/employee of the property transferred).

Copy 4 – Transferee (the receiving accountable officer/ employee to whom property is transferred).

A copy of the TPAF is presented as Annexes A and B of this Memorandum.

1.3 Copy 1 (PD/DM) and Copy 2 of TPAF shall be forwarded by the office/unit concerned to the Property Division/Administrative Sector within five (5) working days upon the effectivity of the transfer.

1.4 The TPAF shall be used by the Property Division/Administrative Sector in updating its database. Such document shall likewise be used as basis for the cancellation of the original MR and the issuance of the new MR.

1.5 The TPAF shall be attached to the newly issued MR and shall be serve as the basis for determining responsibility and accountability for NIA property.

1.6 The Property Officer/Supply Officer/Administrative Officer shall cause the signing of the Memorandum Receipt at Field Office.

1.7 The Storekeeper/Property Division Manager shall cause the signing of the Memorandum Receipt at Central Office.

2. SCOPE AND COVERAGE

2.1 NIA Central Office and Field Offices shall comply with the guidelines provided in this memorandum.

3. EFFECTIVITY

3.1 This Memorandum shall take effect immediately.

Strict compliance is hereby enjoined.



JESUS EMMANUEL M. PARAS
Administrator

May 21, 2002

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

CENTRAL OFFICE

TRANSFER OF PROPERTY ACCOUNTABILITY FORM

(To be filled up by Requesting Office)

Date: _____

To: Property Division, PPRD

Please effect transfer of accountability for the following NIA properties

Property No.	MR No.	Description

Reason for transfer

From	To
Name: Office/Project: Designation: Signature:	Name: Office/Project: Designation: Signature:
Approved: <div style="text-align: center; margin-top: 20px;"> _____ Department Manager </div>	
(To be filled up by Property Division PPRD) New MR No. Date: Remarks: Processed/Encoded by: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> _____ Signature Over Printed Name </div> <div style="width: 45%; text-align: center;"> _____ Manager, Property Division </div> </div>	