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

MC No.48, Series of 2002

MEMORANDUM CIRCULAR

: The Deputy Administrator, Assistant Administrators, Department Managers, Regional/Operations Managers, Project Managers, Provincial Irrigation Officers, Irrigation Superintendents and All Others Concerned

SUBJECT : CREATION OF A COMMITTEE ON DISPOSAL OF NIA REAL PROPERTY

To ensure proper and orderly management and disposal of Real Property of the Agency, a Committee on Disposal of NIA Real Property is hereby constituted as follows:

Chairman: Vice-Chairman:	Deputy Administrator Asst. Administrator for Administrative Services		Marcelino V. Tugaoen, Jr. Gabriel Q. Enriquez
Members:	Manager, Legal Departmen Manager, PPRD Manager CMD Manager, EMD Manager, CD Manager, TD Manager, SMD Manager, PDD Manager, Property Divisior President, NIAEASP Office of the Administrator	- - - - - - - - - -	Araceli M. Angeles Rolando T. Bonrostro Gregorio S. Dumandan Priscilla P. Grana Cleofe G. Gloria Edilberto B. Payawal Edilberto B. Punzal Aurora C. Bebita Antonio B. Reyes

Secretariat: Income Generation Services Division

The Committee shall have the following functions and responsibilities:

1. Maintains a complete List of Real Property acquired by NIA with the following information: owner, location, area, title, manner of acquisition, source of fund, etc.

- 2. In coordination with Electronic Data Processing, sets up/establishes the centralized data banking system for systematic recording of all real property acquired by NIA.
- 3. Based on latest Orders, Circulars and issuances, prepares procedures and guidelines on disposal of real property to include the following:
 - a. Valuation of property to be disposed
 - b. Classification of real property, whether serviceable or nonserviceable to NIA purposes
 - c. Criteria for determining floor selling price of property
 - d. Mode of disposal
 - e. Advertising the sale of the property and conduct of public auction.
- 4. To fast track the processing and approval of papers, coordinates closely with the following units:
 - a. Legal Department which prepares / reviews legal documents and contracts relative to real property.
 - b. The Controllership Department which consolidates the financial statements submitted by various Project and Regional Offices which keep and maintain proper recording of the acquisition, transfer and disposal of real property in their respective books of accounts; and coordinates with the Property Division in the reconciliation of the Physical Count reflected in the Inventory Report with the books of accounts of the respective Project and Regional Offices
 - c. Treasury Department which has custody of original Titles of Real Property acquired by NIA and recommends income generation
 projects such as sale or lease of lots and buildings, housing projects for employees and other earning projects.
 - d. Property Division, PPRD which consolidates and keeps Inventory Report of NIA submitted by the Regional and Project Offices.
- Reviews existing authority delegated to NIA officials on disposal of real property and recommends amendments, if necessary.
- 6. Performs other functions relative to disposal of real property, assigned to it from time to time by the Board of Directors or the Administrator.

All operating units are enjoined to extend full cooperation and support to this Committee.

JESUS EMMANUEL M. PARAS Administrator