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

MC No. 63
Series of 2002

MEMORANDUM CIRCULAR

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

Subject: SUBMISSION OF DATA/INFORMATION ON NIA-OWNED PARCELS OF LAND.

Purpose

One of the major thrusts of this Administration is to keep dynamic record of, and to put to proper use, all the real properties NIA had acquired over the years throughout the country.

Background

Early this year, the Administration required its field offices to report on NIA-owned real properties, requiring particulars on its previous owner, location, area, title, source of fund and manner of acquisition, etc. However, not all concerned complied, and some of those who did reported long after deadline, and/or in varied forms. It is also observed that inventory reporting system used in the past had only been replicated in some of the submitted reports.

In July this year, a "Committee on Disposal of NIA Real Properties" was created under Memorandum Circular No. 43, series of 2002, for the purpose of maintaining a list, and establishing a Data Bank, of NIA real properties. The name of the Committee, however, is hereby changed to "NIA Real Property Management Committee" (NRPMC), to include in its tasks and objectives matters related to acquisition, recording, documentation, legalization, utilization and disposal, of NIA real properties.

Directives

It is, therefore, hereby directed: That --

1. - All Regional Irrigation Managers, Project Managers, Provincial Irrigation Officers and Irrigation Superintendents, shall report to the Central Office, through the Deputy Administrator (Committee Chairman), the data or information required in, and by filling up, the Real Property Data Form, involving all NIA-owned parcels of land in and under the custody, use, responsibility, authority and jurisdiction, of their respective offices.

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2.- A Real Property Data Form (NRPMC Form No. 01-02), sample copy of which is attached, shall be used for purposes of gathering and reporting the data or information on all said parcels of land all over the country.

3.- There shall be a Real Property Data Form for each and every NIA-owned parcel of land, prepared and duly accomplished by the proper officer or personnel concerned, and certified to by the respective reporting officer.

4.- The report concerning the parcels of land being used by, and directly under the responsibility of, the Central Office, shall be prepared and submitted by the Investment Real Property Services Section in coordination with the Treasury Department.

5.- The Electronics Data Processing Section shall program and process the reported data or information for purposes of establishing, maintaining and operating an active NIA Real Property Data Bank.

6.- The reported Real Property Data Forms (filled-in Forms No. 01 – 02), shall be received by the Deputy Administrator's office and deposited at the Electronics Data Processing Section, under the supervision, administrative custody and disposal of the Committee.

Sanction

7.- The failure to include any property or properties in the report herein required, or the failure at all to comply with this Circular, shall be cause for administrative disciplinary action.

For prompt and proper compliance.



JESUS EMMANUEL M. PARAS
Administrator

18 October, 2002

TO: The Deputy Administrator
Chairman,
NIA Real Property Management Committee

NRPMC FO. NO. 01 -- 02
Sheet No. _____

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
Region _____
Office _____

NIA REAL PROPERTY DATA FORM

- 1.- Provincial Property (Parcel) Code Number: _____
(a) Location _____
(b) Area _____
(c) Assessed Value _____
(d) Classification _____
- 2.- Evidence of NIA Ownership of the Property (as the case may be):
(a) Original Certificate of Title No. _____
- Registered in the Name of: _____
(b) Transfer Certificate of Title No. _____
- Registered in the Name of: _____
(c) Tax Declaration No. _____
- Declared in the Name of: _____
- 3.- Who Keeps Document of Ownership of Property? _____
- 4.- How did NIA Acquire the Property? _____
- By what Means of Conveyance? _____
- When? _____
- Name of Previous Owner? _____
- Source of Fund? _____
- 5.- Who Actually Possess the Property? _____
- How is the Property Being Used? _____
- 6.- Additional Information About the Property, if any:
- On Tax Payment or Liability, _____
- On Conflicts of Claims/Possession/Ownership? _____
- Other Problems? _____
- What are its Permanent Improvements? _____

(Use Other Sheets, if Necessary.)

I HEREBY CERTIFY THAT THE FOREGOING DATA/INFORMATION
ON THE AFORESAID REAL PROPERTY ARE TRUE AND CORRECT AS OF

Prepared by:

Certifying/Reporting Officer:

Position

Head of Office Concerned

Date: _____

Data Bank Entry: _____

PPG