



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.: 929-6071 to 78
TELEFAX NO.: 928-9343
TIN: 000-916-415

OUR REFERENCE:

MEMORANDUM CIRCULAR

MC # 21, S. 2003

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

SUBJECT : MEMORANDUM CIRCULAR NO. 37, OFFICE OF THE PRESIDENT

Attached for your information and guidance is the certified copy of Memorandum Circular No. 37 issued by the Office of the President on April 30, 2003 entitled "DIRECTING ALL HEADS OF GOVERNMENT OFFICES INCLUDING GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, AND STATE UNIVERSITIES AND COLLEGES TO SUBMIT AN INVENTORY OF ALL THEIR REAL PROPERTIES LOCATED IN THE PHILIPPINES AND ABROAD."

The Real Estate Property Form, together with the diskette, shall be submitted to the Undersigned, Attention: NIA Real Properties Management Committee on or before June 16, 2003.

For immediate compliance.


JESUS EMMANUEL M. PARAS
Administrator

May 22, 2003

MALACAÑANG
Manila

MEMORANDUM CIRCULAR NO. 37

DIRECTING ALL HEADS OF NATIONAL GOVERNMENT OFFICES INCLUDING GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, AND STATE UNIVERSITIES AND COLLEGES TO SUBMIT AN INVENTORY OF ALL THEIR REAL PROPERTIES LOCATED IN THE PHILIPPINES AND ABROAD

In line with the Administration's continuing thrust to effectively manage the assets of the government and to maximize the use and utilization thereof, all heads of National Government Offices including Government Owned and/or Controlled Corporations, Government Financial Institutions, and State Universities and Colleges are hereby directed to submit to the Department of Finance an updated inventory of all their real properties located in the Philippines and abroad.

A complete listing of the real estate properties indicating all the applicable information in accordance with the attached template, together with a diskette containing aforesaid information, should be submitted to the **Office of the Secretary of Finance, 6th Floor Department of Finance Building BSP Complex, Roxas Boulevard, Manila, Philippines** within thirty (30) days from issuance of this Circular.


For strict compliance.

Done in the City of Manila, this 30th day of April, in the year of Our Lord, two thousand and three.

By Authority of the President:


ALBERTO G. ROMULO
Executive Secretary

CERTIFIED COPY:


MARIANITO M. DIMAANDAL
Director III
Malacañang Palace

845-8.03

AGENCY:
 CHIEF PROPERTY OFFICER:
 DATE PREPARED:

PROPERTY ADDRESS	Land Area (sq.m.)	Buildings and Other Improvements (B/I)	Value Land	Proof of Ownership (Title No./Tax Dec. No.)	Beneficial User or Occupant	Disposition Entity/Super vising Office/Body	Classification of Land			Utility Rate (% of Land Area Occupied/ Used)	Other Relevant Information
			(B/I)				According to Actual Use	According to Official Land Use	According to Disposability		