

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

MC No. 52 s. 2009

TO : SR. DEPUTY ADMINISTRATOR, DEPUTY
ADMINISTRATOR, DEPARTMENT MANAGERS,
REGIONAL IRRIGATION MANAGERS, PROJECT
MANAGERS, OPERATIONS MANAGERS, IRRIGATION
MANAGEMENT OFFICERS, SUPPLY
OFFICERS, PROPERTY OFFICERS, STOREKEEPERS AND
ALL OTHERS CONCERNED

SUBJECT : SUBMISSION OF ANNUAL INVENTORY REPORT ON
ALL NIA PROPERTIES AS OF DECEMBER 31, 2009
AND EVERY YEAR THEREAFTER

Pursuant to the provisions of Presidential Decree No.77 dated August 24, 1974 General Circular No.57 dated May 7, 1958 of the Commission on Audit on Inventory Government Property, all Chiefs of Offices are hereby directed to undertake a physical inventory of all NIA Properties and to prepare an Annual Inventory Report as of December 31, 2009 and every year thereafter.

The Inventory Committees for Central Office and Field Officers are hereby Constituted:

A) Regional Office

Manager, Finance & Administrative Division	-	Chairman
Sr. Supply Officer	-	Member
Regional Equipment Engineer	-	Member
Regional Auditor or his Authorized Representative	-	Witness

B) Irrigation Management Offices, Projects and District Offices

Property Officer	-	Chairman
Sr. Accounting Processor	-	Member
One Member to be designated by Chief of Office	-	Member
COA Representative	-	Witness

C) Special Project

Administrative Officer	-	Chairman
Project Accountant	-	Member

Project Equipment Engineer	-	Member
Project Property Officer	-	Member
Project Auditor or his Authorized Representative	-	Witness

D) Central Office

Manager, Procurement & Property Division	-	Chairman
Manager, General Accounting Division	-	Member
Manager, Equipment Management Division	-	Member
COA Authorized Representative	-	Witness

The Inventory Committees are hereby directed to observe the following Guidelines in the preparation of the Inventory Reports:

1. The Inventory Report shall include all NIA Properties that are found within and outside the Office with corresponding Property Acknowledgement Receipts for Equipment (PAR's) on file. The Inventory Report shall be accompanied by an updated Property Acknowledgement Receipts duly signed by the Chief of Office.
2. All Properties, Plant & Equipment (PPE) shall be grouped according to Fund, Project and shall be numbered in accordance with the New Government Accounting System (NGAS) Classification and Property Account Code. Attached is the new Property Account Code and Classification. (Annex A)
3. All Properties that were dropped from Inventory Report and included in I & I Report and all missing/lost equipment/properties and newly acquired equipment shall be submitted in separate reports based on the attached prescribed Forms. (Annex B)
4. All new prescribed Inventory Report Forms shall be properly filled up.
 - a) The Property Custodian/Storekeepers shall list all equipment and other properties in his custody as of December 31, 2009 & every year thereafter based on the updated Property Card, Ledger Cards and other available documents.
 - b) The Property Custodian/Storekeepers shall state the names of the employees to whom the equipment properties are being issued as indicated in the Property Acknowledgement Receipt for Equipment (PAR's) and the exact location of the equipment/properties. The Equipment Inspector shall ascertain the condition of the equipment. In case of foreign currencies used to procure equipment such as U.S. Dollar, Japanese Yen, Deutsch Mark, Sterling Pound, Euro, etc. these shall be converted to Peso as to the date of purchase equivalent for booking purposes.

In determining the condition of such property, the following criteria under MC No. 36 s 2003 shall be followed:

- A1 - Equipment are in good condition. It can be relied upon to operate efficiently and effectively up to the duration of the assigned activity or series of activities. Equipment are clean and well-maintained.
 - A2 - Equipment are operating intermittently and less reliable. These Equipment undergo minor repairs every now and then. Tires, Batteries and other accessories are either dysfunctional or borrowed temporarily from other units.
 - A3 - Equipment are completely un-operational, either undergoing major repair or being programmed for repair/rehabilitation. Equipments were already included in the I & I Report but upon assessment by authorized EMD personnel, these are found out to be repairable; hence return to A3 status.
 - R - Equipments are uneconomical to repair and included in the I & I Report. These are for auction or awaiting payment and withdrawal by the bonafide buyer.
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- 5. The Inventory Report shall have a Summary of the Total Value of Property Plant & Equipment listed in each group. Classification, Fund and Property Account Code using the attached form (Annex A).
 - 6. At the last page of the Inventory Report, the Chairman and the members of the Inventory Committee shall certify true and correctness of the Report and the COA Representative shall attest the same.
 - 7. The Chief of Office for Irrigation Management .Offices, Projects and District Offices shall recommend the approval of the Inventory Report while the Manager, Admin. & Finance Division of the Regional/Project Office shall recommend approval of said Report.
 - 8. All Inventory Reports shall be submitted to the Regional Irrigation Manager or Project Manager for approval and to the Regional Auditor for attestation.
 - 9. The Inventory Reports from Regional/Project Offices shall be submitted to the Procurement & Property Division, Administrative Services Department for consolidation not later than January 15, 2010 and every year thereafter.
 - 10. The Inventory Report for Central Office shall be recommended by the Manager, Administrative Department, approved by the Deputy Administrator for Administrative and Finance Sector and attested by the authorized COA Representative.

11. The NIA Consolidated Annual Inventory Report shall be certified true and correct by the Central Office Inventory Committee, recommended by the Deputy Administrator for Administrative and Finance Sector and approved by the Administrator. It shall be attested by the Corporate Auditor and be submitted to the Chairman of the Commission on Audit not later than January 31, 2010 and every year thereafter.

To ensure prompt submission of these Reports within the deadline, the Chiefs of Offices are hereby directed to supervise and closely monitor the preparation and processing of these Inventory Reports in all Offices under their supervision and jurisdiction. Non-compliance to meet the deadline to submit the said reports shall be subject to the suspension of Representation and Transportation Allowance (RATA) of Chief of Offices, Administrative & Finance Managers of the office concerned.

This supersedes all Memorandum Circulars previously issued pertaining to this matter.

For strict compliance.


CARLOS S. SALAZAR
Administrator

September 30, 2009

Republic of the Philippines
GENERAL AUDITING OFFICE
Manila

MEMORANDUM CIRCULAR NO. 57

June 21, 1948

TO : Heads of Departments, Chiefs of Bureaus
and Offices, and Bureau Auditors

SUBJECT: Submission of inventories of equipment
and supplies and materials.

With the view to forestalling unnecessary delay in the submission of inventories of equipment and supplies and materials as of June 30, 1948, the provisions of Section 534 of the National Accounting and Auditing Manual are brought to the attention of heads of departments, chiefs of bureaus and offices, and bureau auditors, with the request that the creation of inventory committees be given early consideration so that the work may be started on or immediately after the above-mentioned date.

For the information and guidance of all concerned, the provisions of the Manual cited above are quoted in part as follows:

"Section 534. Inventories of supplies and equipment. Unless otherwise determined by the Auditor in specific cases a physical inventory of supplies and equipment shall be taken by each bureau or office at the close of each year's business on Gen. Form No. 41(A) (Revised), as of June 30th. The original thereof shall be submitted to the Auditor not later than August 20th of the succeeding fiscal year (duly protected by thick Manila paper fastened together by fasteners), accompanied whenever necessary by a statement reconciling the property records with the results of the inventory. The taking of the inventory shall be in charge of a committee of two or more employees (other than the responsible property officer) appointed by the Chief of the bureau or office concerned, the property identify supplies and equipment as required by it. The chief of the bureau or office may appoint as many committees or persons as he may desire."

(SGD) M. AGREGADO
Auditor General

NEW PROPERTY ACCOUNT CODE

Annex A

PROPERTY, PLANT AND EQUIPMENT

PROPERTY CODE

DESCRIPTION

201 Land
202 Land Improvements

OFFICE EQUIP. , FURNITURE & FIXTURES

Economic Use Life
(in years)

221	A- OFFICE EQUIPMENT	
221-A-01-01-04	1- Abacus	
221-A-02.01-04	2- Adding Machine	
221-A-03.01-04	3- Airconditioner (Office)	
221-A-04.01-04	4- Attache Case, Portfolio Bag	
221-A-05.01-04	5- Bag	
221-A-06.01-04	6- Time Keeping Machine (Bandy Clock, Biometric Scanning)	
221-A-07.01-04	7- Blind, Venetian	
221-A-08.01-04	8- Calculator, Desk	
221-A-09.01-04	9- Camera (Digital & Video Camera)	
221-A-10.01-04	10-Check Master	
221-A-11.01-04	11-Clock, Chess/Table/Wall/Stopwatch	
221-A-12.01-04	12- Combo / Binding Machine	
221-A-13.01-04	13- Copy Holder	ICS / 5 yrs.
221-A-14.01-04	14- Dater	
221-A-15.01-04	15- Dispenser, Water/Coffee	
221-A-16.01-04	16- Dispenser, Tape	ICS / 3 yrs.
221-A-17.01-04	17- Dry Seal	
221-A-18.01-04	18- Fan, Stand/ Ceiling /Wall)	
221-A-19.01-04	19- Electric Range / Stove	
221-A-20.01-04	20- Fountain Pen	
221-A-21.01-04	21- Hopper Accordion	
221-A-22.01-04	22- Paper Tray (Incoming, Outgoing)	
221-A-23.01-04	23- Laminating Machine	
221-A-24.01-04	24- Microwave Oven	
221-A-25.01-04	25- Mimeographing Machine	
221-A-26.01-04	26- Numbering Machine	
221-A-27.01-04	27- Paper Cutter	ICS / 5 yrs.
221-A-28.01-04	28- Paper Shredder	
221-A-29.01-04	29- Pencil Sharpener	ICS / 3 yrs.
221-A-30.01-04	30- Photographic Dryer	
221-A-31.01-04	31- Photographic Roller	
221-A-32.01-04	32- Polisher, Floor	
221-A-33.01-04	33- Portfolio	
221-A-34.01-04	34- Printing Presser	
221-A-35.01-04	35- Projector, Overhead/Slide / LCD Multimedia/ Accessories	

221-A-36.01-04
 221-A-37.01-04
 221-A-38.01-04
 221-A-39.01-04
 221-A-40.01-04
 221-A-41.01-04
 221-A-42.01-04
 221-A-43.01-04
 221-A-44.01-04
 221-A-45.01-04
 221-A-45.01-04
 221-A-47.01-04
 221-A-48.01-04
 221-A-49.01-04
 221-A-50.01-04
222

222-B-01.01-04
 222-B-02.01-04
 222-B-03.01-04
 222-B-04.01-04
 222-B-05.01-04
 222-B-06.01-04
 222-B-07.01-04
 222-B-08.01-04
 222-B-09.01-04
 222-B-10.01-04
 222-B-11.01-04
 222-B-12.01-04
 222-B-13.01-04
 222-B-14.01-04
 222-B-15.01-04

223

223-C-01.01-04
 223-C-02.01-04
 223-C-03.01-04
 223-C-04.01-04
 223-C-05.01-04
 223-C-06.01-04

224

224-D-01.01-04
 224-D-02.01-04
 224-D-03.01-04
 224-D-04.01-04

36- Refrigerator
 37- Ruler
 38- GUN TUCKER (HEAVY DUTY)
 39- Staple Wire Remover
 40- Ladder
 41- Trimming/Cutting Machine
 42- Typewriter, Manual/ Electric
 43- Xerox Machines, Copier
 44- TV/ DVD/VHS/CD Player/ Karaoke
 45- Thermos, Airpot
 46- Puncher
 47- Vacuum cleaner (Office,auto)
 48- White / Black Board
 49- Emergency Light
 50- Money Detector

ICS / 2 yrs.

ICS / 2yrs.

ICS / 5 yrs.

B. FURNITURES & FIXTURES

1- Bed / Sofa Bed
 2- Bench
 3- Cabinet, (wooden,plastic,steel,storage, vault)
 4- Cardex- Wood Hat Rack
 5- Chairs, Wooden
 6- Counter
 7- Desk / Table ,(Wooden, Counter)
 8- Dresser
 9- Map shelf
 10-Mattress
 11- Portable Shelf
 12- Sala set
 13- Stool
 14- Tray, (Rolling, serving)
 15- TV Rack / Entertainment Rack

C. IT EQUIPMENT & SOFTWARE

1-AVR, UPS
 2-Computers/ Laptop
 3-MS Office Software etc.
 4-Printers
 5-Scanner
 6-Computer parts & accessories

D. LIBRARY BOOKS

1-Books
 2-Catalogues
 3-Dictionary
 4-Manuals

INDUSTRIAL MACHINERIES

226

E. AIR COMPRESSOR & ALL PNEUMATIC TOOLS

226-E-01.01-04	1- Air Compressor
226-E-02.01-04	2- Air Drill
226-E-03.01-04	3- Concrete Grinder
226-E-04.01-04	4- Grill Sharpener
226-E-05.01-04	5- Holer Ons
226-E-06.01-04	6- Impack Range
226-E-07.01-04	7- Jack Hammer
226-E-08.01-04	8- Paving Breaker
226-E-09.01-04	9- Pneumatic Hammer
226-E-10.01-04	10-Rivet Bushing
226-E-11.01-04	11-Riverting Hammer
226-E-12.01-04	12-Wagon Drill

226

F. CONCRETE EQUIPMENT

226-F-01.01-04	1- Bar Bender
226-F-02.01-04	2- Bar Cutter
226-F-03.01-04	3- Batching Plants
226-F-04.01-04	4- Concrete Buggy Cart
226-F-05.01-04	5- Concrete Finisher
226-F-06.01-04	6- Concrete Mixer
226-F-07.01-04	7- Concrete Pipe Mould
226-F-08.01-04	8- Concrete Speeder
226-F-09.01-04	9- Concrete Vibrator
226-F-10.01-04	10- Fine Grader
226-F-11.01-04	11- Ford Grader
226-F-12.01-04	12- Road Paver
226-F-13.01-04	13- Wheel Borrow, rubber tire

226

G. CRUSHING, SCREENING & WASHING MACHINE

226-G-01.01-04	1- Car Washer
226-G-02.01-04	2- Combination Crusher
226-G-03.01-04	3- Cyrano Crusher
226-G.04.01-04	4- Jaw Crusher
226-G.05.01-04	5- Rock Crusher
226-G-06.01-04	6- Vibrating Screen
226-G-07.01-04	7- Washing & Screening
226-G-08.01-04	8- CS & Plant Aggregate

226

H. ELECTRIC EQUIPMENT

226-H-01.01-04	1- Electric Drill Portable
226-H-02.01-04	2- Electric Flexible Shaft
226-H-03.01-04	3- Electric Grinder Portable

226-H-04.01-04
226-H-05.01-04
226-H-06.01-04
226-H-07.01-04

226

226-I-01.01-04
226-I-02.01-04
226-I-03.01-04
226-I-04.01-04
226-I-05.01-04
226-I-06.01-04
226-I-07.01-04
226-I-08.01-04
226-I-09.01-04
226-I-10.01-04
226-I-11.01-04
226-I-12.01-04
226-I-13.01-04

226

226-J-01.01-04
226-J-02.01-04
226-J-03.01-04
226-J-04.01-04
226-J-05.01-04
226-J-06.01-04
226-J-07.01-04
226-J-08.01-04
226-J-09.01-04
226-J-10.01-04
226-J-11.01-04
226-J-12.01-04
226-J-13.01-04
226-J-14.01-04
226-J-15.01-04
226-J-16.01-04
226-J-17.01-04
226-J-18.01-04

226

226-K-01.01-04
226-K-02.01-04
226-K-03.01-04
226-K-04.01-04
226-K-05.01-04

4- Electric Wrench
5- Generator Unit
6- Transformer
7- Electric Welder

I. PUMP

1- Pump, Manual
2- Pump, Water, Stationary
3- Pump, Centrifugal
4- Pump, Duplex / triplex
5- Pump, Vertical Mixed Flow
6- Pump, Booster/Sub/Test/ Turb/Air
7- Pump, High Pressure
8- Pump, Grout/ Slurry / Shotcrete
9- Pump, Propeller
10- Pump, Submersible
11- Pump, Diesel engine
12- Pump, Motor
13- Pump Accessories

J.

1- Asphalt Distributor
2- Asphalt Paver Grader
3- Asphalt Plant
4- Briscoe Ditcher
5- Broom Rotary
6- Chip Spreader Road
7- Grader Elevation
8- Grader Road Motorized
9- Maintenance Patching
10- Maintenance Pumilla
11- Puller
12- Road Mixer
13- Road Towed
14- Sand Blaster
15- Tank Asphalt
16- Tank Fuel
17- Tank Water
18- Trolley Batcher

K. SAW AND SAWMILL

1- Chain Saw
2- Power Saw
3- Pneumatic Saw
4- Saw Mill
5- Table & Bench Saw

L. SHOP EQUIPMENT & Tools

226-L-01.01-04	1- Amprobe
226-L-02.01-04	2- Analyzer
226-L-03.01-04	3- Armature Growler
226-L-04.01-04	4- Battery Charger
226-L-05.01-04	5- Brake Relining & Riveting
226-L-06.01-04	6- Caliper
226-L-07.01-04	7- Chain Block or Hoist
226-L-08.01-04	8- Chisel
226-L-09.01-04	9- Compression Tester
226-L-10.01-04	10-Conveyor Roller
226-L-11.01-04	11-Connecting Rod Aligner Machine
226-L-12.01-04	12-Crankshaft Grinder
226-L-13.01-04	13-Cutter, Grass, Bronze, Diamond
226-L-14.01-04	14- Dispenser Pump
226-L-15.01-04	15- Drill, Bit / Hand /Press
226-L-16.01-04	16- Floor Crane
226-L-17.01-04	17- Furnance
226-L-18.01-04	18- Henning Set
226-L-19.01-04	19. High Pressure Cleaner or Steam
226-L-20.01-04	20- Hydraulic Press
226-L-21.01-04	21- Ignition Test Set
226-L-22.01-04	22- Jack (all types)
226-L-23.01-04	23- Lather Sharpener Milling
226-L-24.01-04	24- Line Boring Machine
226-L-25.01-04	25- Lubricating Machine
226-L-26.01-04	26- Machine & Slotter Planner
226-L-27.01-04	27- Magnet Magnetizer
226-L-28.01-04	28- Maintenance Puller (hydraulic)
226-L-29.01-04	29- Mallet
226-L-30.01-04	30- Micrometer Speed Counter
226-L-31.01-04	31- Outfit, linemen/Soldering/Rubber Repair/Cutting/Welding (Oxy & Acy)
226-L-32.01-04	32- Pick Mattock
226-L-33.01-04	33- Plane
226-L-34.01-04	34- Plier (all types)
226-L-35.01-04	35- Soldering Gun /Grease Gun
226-L-36.01-04	36- Sinker Drill
226-L-37.01-04	37- Surface Grinder
226-L-38.01-04	38- Scale (Winslow Aggregated)
226-L-39.01-04	39- Screw Driver
226-L-40.01-04	40- Shovel
225-L-41.01-04	41- Tap & die
226-L-42.01-04	42- Tampers Pneumatic
226-L-43.01-04	43- Tester Injection Pump
226-L-44.01-04	44- Threading & Cutting Machine

226-L-45.01-04
226-L-46.01-04
226-L-47.01-04
226-L-48.01-04
226-L-49.01-04
226-L-50.01-04
226-L-51.01-04
226-L-52.01-04
226-L-53.01-04
226-L-54.01-04
226-L-55.01-04
226-L-56.01-04
226-L-57.01-04
226-L-58.01-04
226-L-59.01-04
226-L-60.01-04
226-L-61.01-04
226-L-62.01-04
226-L-63.01-04
226-L-64.01-04

227

227-M-01.01-04
227-M-02.01-04
227-M-03.01-04
227-M-04.01-04
227-M-05.01-04
227-M-06.01-04
227-M-07.01-04
227-M-08.01-04
227-M-09.01-04
227-M-10.01-04
227-M-11.01-04

228

229

229-O-01.01-04
229-O-02.01-04
229-O-03.01-04
229-O-04.01-04
229-O-05.01-04
229-O-06.01-04
229-O-07.01-04
229-O-08.01-04
229-O-09.01-04
229-O-10.01-04

45- Trowel
46- Valve Refacer & Seat
47- Valve Fitter
48- Vise (all types)
49- Volume Pump
50- Wheel Balancer, Tester, Insulator
51- Wrench (all types)
52- Hand Grinder
53- Tie Rod End Remover
54- Anvil
55- Pressure Gauge, all types
56- Clamp, all types
57- Air Chuck
58- Piston ring compressor
59- Alphabet/ Number Punch set
60- Ratchet (Lever Block)
61- Rigid Rack
62- Spray Gun
63- Blower, Portable
64- Welding Mask

M. AGRICULTURAL, FISHERY & FOREST EQUIPMENT

1. Rice Mill
2. Grain / Rice Dealer
3. Rice Thresher
4. Rice Reaper
5. Grains Sample Wennower
6. Suyod
7. Reaper Harvester
8. Spray, Power / Manual
9. Mechanical Dryer
10. Grains Moisture Tester
11- Rice Dryer

N. AIRPORT EQUIPMENT

O. COMMUNICATION EQUIPT.

1- Cassette Recorder
2- Cellular Phone
3- Fax Machine
4- Lightning Arrester
5- Pager
6- Radio Phone
7- Switchboard
8- Testing Instrument
9- Transmitter
10- Walkie- Talkie / 2-way Radio

229-O-11.01-04
229-O-12.01-04
229-O-13.01-04

230

230-P-01.01-04
230-P-02.01-04
230-P-03.01-04
230-P-04.01-04
230-P-05.01-04
230-P-06.01-04
230-P-07.01-04
230-P-08.01-04
230-P-09.01-04
230-P-10.01-04
230-P-11.01-04
230-P-12.01-04
230-P-14.01-04
230-P-15.01-04
230-P-16.01-04
230-P-17.01-04
230-P-18.01-04
230-P-19.01-04
230-P-20.01-04
230-P-21.01-04

231

231-Q-01.01-04
231-Q-02.01-04
231-Q-03.01-04
231-Q-04.01-04
231-Q-15.01-04
231-Q-06.01-04
231-Q-07.01-04
231-Q-08.01-04

232

232-R-01.01-04

233

233

233-S-01.01-04
233-S-02.01-04
233-S-03.01-04
233-S-04.01-04
233-S-05.01-04

11. Antenna Tuner
12- Radio Transceiver
13- Microphone (Chairman's unit, Removable Gooseneck)

**P. CONSTRUCTION &
HEAVY EQUIPMENT**

1- Auger Soil Bit
2- Bucket (all types)
3- Conveyor, belt portable engine
4- Crane, (all types)
5- Dolly (extra)
6- Excavator (all types)
7- Grad all
8- Loader (all types)
9- Tagline
10-Terratrak
11-Tournacrock
12-Tournapul
14-Tournadozer
15-Trailer (all types)
16-Tractor (all types) & Acce.
17-Truck, Shop Mobile/Platform/Forklift
18- Drilling Rig Water/Core
19- Plate Compactor
20- Dredging Machine
21-Vibratory/Pneumatic Roller

**Q. FIRE FIGHTING EQUIPT.
& ACCESSORIES**

1- Bucket
2- Fire Alarm Apparatus
3- Fire Extinguisher
4- Fire Hose
5- Fire Truck
6- Fire Wagon
7- Home Nozzle
8- Hook

R. HOSPITAL EQUIPMENT

S. MEDICAL, DENTAL & LABORATORY EQUIPT.

Surgical Instrument.

1- Amalgam Furnisher
2- Blood Pressure Gauge
3- Carrier & Plugger
4- Contra Angle
5- Cotton Holder Waste

233-S-06.01-04
 233-S-07.01-04
 233-S-08.01-04
 233-S-09.01-04
 233-S-10.01-04
 233-S-11.01-04
 233-S-12.01-04
 233-S-13.01-04
 233-S-14.01-04
 233-S-15.01-04
 233-S-16.01-04
 233-S-17.01-04
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 233-S-21.01-04
 233-S-22.01-04
 233-S-23.01-04
 233-S-24.01-04
 233-S-25.01-04

234

234-T-01.01-04
 234-T-02.01-04
 234-T-03.01-04
 234-T-04.01-04
 234-T-05.01-04
 234-T-06.01-04
 234-T-07.01-04
 234-T-08.01-04
 234-T-09.01-04
 234-T-10.01-04
 234-T-11.01-04

235

235-U-01.01-04
 235-U-02.01-04
 235-U-03.01-04

 235-U-04.01-04
 235-U-05.01-04
 235-U-06.01-04
 235-U-07.01-04
 235-U-08.01-04
 235-U-09.01-04
 235-U-10.01-04
 235-U-11.01-04

6- Cotton Plier
 7- Dapen Disc
 8- Dental Chair
 9- Dental Cuspidor
 10-Electric Sterilizer
 11-Elevator
 12-Explorer
 13-Forceps
 14-Gooseneck Exam. Lamp
 15-Holder Bur
 16-Interproximal Scale
 17-Physician Detectomedic Scale
 18-
 19-Receptacle
 20-Receptacle, Waste
 21-Rubber Bowl & spatula
 22-Straight Elevator
 23-Syringe, disposable/Tuberculin
 24-T.T.S. Tissue
 25-Thermometer

T. MILITARY & POLICE EQUIPT.

1- Belt	ICS / 3 yrs.
2- Carbine	
3- Cartridge	
4- Cleaning Rod	
5- Holster	ICS / 5 yrs.
6- Magazine	
7- Pistol	
8- Revolver	
9- Rifle	
10-Shotgun	
11-Strap & Other accessories	

U. SPORTS EQUIPMENT

1- Barbell
 2- Barbell Plates
 3- Bench, Flat / Incline/
 Olympic Decline
 4- Broom Weighing Scale
 5- Curl Barbell
 6- Lying Leg Curl Machine
 7- Narrow Squat Rack
 8- Thread Mill with Digital Clock
 9- Balls (Basketball, Volleyball)
 10- Dart Board
 11- Rackets (Lawn & Table Tennis)

TECHNICAL & SCIENTIFIC EQUIPMENT
V. BIOLOGICAL INSTRUMENT
& APPARATUS

236

236-V-01.01-04	1- Bridge
236-V-02.01-04	2- Conductivity
236-V-03.01-04	3- Cylinders
236-V-04.01-04	4- Cylinders Steel Soil
236-V-05.01-04	5- Distilling Test
236-V-06.01-04	6- Filtration Test Oven
236-V-07.01-04	7- Isotemperature
236-V-08.01-04	8- Magnifier
236-V-09.01-04	9- Manifold
236-V-10.01-04	10-Mechanical Tester Interval
236-V-11.01-04	11-Meter PH
236-V-12.01-04	12-Parshall Measuring
236-V-13.01-04	13-Permeability Test
236-V-14.01-04	14-Pulviometer
236-V-15.01-04	15-Solid Grinder
236-V-16.01-04	16-Sieves (all types)
236-V-17.01-04	17-Stirrer, Drive
236-V-18.01-04	18-Stop Watch
236-V-19.01-04	19-Testing Equipment
236-V-20.01-04	20-Weight & Measure
236-V-21.01-04	21- Current, Meter
236-V-22.01-04	22- Universal Testing Machine
236-V-23.01-04	23- Compression Testing machine
236-V-24.01-04	24- Curing Box
236-V-25.01-04	25- Drying Oven
236-V-26.01-04	26- Mortar Flow Testing Apparatus
236-V-27.01-04	27- Dessicator
236-V-28.01-04	28- Environmental Chamber
236-V-29.01-04	29- Vicat Apparatus
236-V-30.01-04	30- Laboratory Mill Willey
236-V-31.01-04	31- Specific gravity & measuring set
236-V-32.01-04	32- Capacity & weight measuring app.
236-V-33.01-04	33- Stability Testing Apparatus
236-V-34.01-04	34- Volumetric Flask
236-V-35.01-04	35-Cement Scoop
236-V-36.01-04	36- Parshall Flume
236-V-37.01-04	37- Rapid Leakage Capacity Tester
236-V-38.01-04	38- Hook Gauge
236-V-39.01-04	39- Paddy Receded Depth Tester
236-V-40.01-04	40- Cylindrical Intake Rate Meter
236-V-41.01-04	41- Marriot Tank w/ rubber hose
236-V-42.01-04	42- Automatic Plane Lever
236-V-43.01-04	43- Range Pole
236-V-44.01.04	44- Dial type slope measure
236-V-45.01.04	45- Planimeter
236-V-46.01-04	46- Manometer

236-V-47.01-04
 236-V-48.01-04
 236-V-49.01-04
 236-V-50.01-04
 236-V-51.01-04
 236-V-52.01-04
 236-V-53.01-04
 236-V-54.01-04
 236-V-55.01-04
 236-V-56.01-04
 236-V-57.01-04
 236-V-58.01-04
 236-V-59.01-04
 236-V-60.01-04
 236-V-61.01-04
 236-V-62.01-04
 236-V-63.01-04
 236-V-64.01-04
 236-V-65.01-04
 236-V-66.01-04
 236-V-67.01-04
 236-V-68.01-04
 236-V-69.01-04
 236-V-70.01-04
 236-V-71.01-04
 236-V-72.01-04
 236-V-73.01-04
 236-V-74.01-04
 236-V-75.01-04
 236-V-76.01-04
 236-V-77.01-04
 236-V-78.01-04
 236-V-79.01-04
 236-V-80.01-04
 236-V-81.01-04
 236-V-82.01-04
 236-V-83.01-04
 236-V-84.01-04
 236-V-85.01-04
 236-V-86.01-04
 236-V-87.01-04

236

236-W-01.01-04
 236-W-02.01-04
 236-W-03.01-04
 236-W-04.01-04
 236-W-05.01-04
 236-W-06.01-04

47- Soil Tensiometer sensor
 48- Soil Tensiometer digital
 49- Soil sampling tube
 50- Soil sampler
 51- Mallet, wooden
 52- Hammer, rubber / copper
 53 - Soil Injector
 54- Seed Box
 55- Post Hole Auger
 56- Soil hardness meter
 57- Soil hardness tester
 58- Folding Scale
 59- Mercury
 60- Washing bottle
 61- Plastic Graduated Cylinder
 62- Evaporation Pan
 63- Weighing Scale
 64- Balance, Meter/ Weighing
 65- Dial- O-Gram WB
 66- Lux Meter
 67- Digital Humidity & Temp.meter
 68- Ventilation Psychrometer
 69- Hand Refractometer
 70- Plant Moisture Tensionmeter
 71- Automatic Rain Gauge
 72- Anemometer
 73- Water level recorder
 74- Flow measuring apparatus
 75- Thermo Controller
 76- Caliper, Vernier
 77- Sieve Shaker
 78- Balance, Electronic
 79- Salt Tester
 80- Slump test molds
 81- Concrete Molds
 82- Sand Cone Density Apparatus
 83- Pycnometer
 84- Thermohygrometer
 85- Beaker, enamel
 86- Tong
 87- Scraper

W. DRAWING INSTRUMENT

1- Armless Mechanical
 2- Automizer
 3- Compass & Divider
 4- Computer Screw
 5- Drafting Machine
 6- Drafting Set

236-W-07.01-04
236-W-08.01-04
236-W-09.01-04
236-W-10.01-04
236-W-11.01-04
236-W-12.01-04
236-W-13.01-04
236-W-14.01-04
236-W-15.01-04
236-W-16.01-04
236-W-17.01-04
236-W-18.01-04
236-W-19.01-04
236-W-20.01-04
236-W-21.01-04

236

236-X-01.01-04
236-X-02.01-04

236

236-Y-01.01-04
236-Y-02.01-04
236-Y-03.01-04
236-Y-04.01-04
236-Y-05.01-04
236-Y-06.01-04
236-Y-07.01-04
236-Y-08.01-04
236-Y-09.01-04
236-Y-10.01-04
236-Y-11.01-04
236-Y-12.01-04
236-Y-13.01-04
236-Y-14.01-04
236-Y-15.01-04
236-Y-15.01-04

240

240-Z-01.01-04

241

241-AA-01.01-04
241-AA-02.01-04
241-AA-03.01-04
241-AA-04.01-04

7- Drawing Set
8- Edging machine
9- Erograph
10-Integrator
11-Lettering Set
12-Midget Circular
13-Pantograph
14-Planimeter
15-Slide Rule
16-Straight Edge
17-T- Square
18-Template
19-Tracing Board
20-Triangle
21-Triangular Scale

X. METEOROLOGICAL

1-Barometer
2-Rain Gauge

Y. SURVEYORS INSTRUMENT

1- Alidade Outfit
2- Altimeter
3- Compass
4- Chain Band
5- Dumpy Level
6- Levelling Rod
7- Pole Range
8- Plumbo String target
9- Stadia Rod
10-Steel Tape
11-Surveyor's Hook
12-Theodolite Wild
13-Transit
14-Tripod
15- Total Station, Acce. & Parts
16-Electronic Field Book

Z. OTHER MACHINERIES & EQUIPT.

1-

AA. TRANSPORTATION EQUIPT.

1- Automobile / Car
2- Bicycle
3- Jeep
4- Motorcycle

241-AA-05.01-04
241-AA-06.01-04
241-AA-07.01-04
241-AA-08.01-04
241-AA-09.01-04
242
242-BB-01.01-04

243

243-CC-01.01-04

244

244-DD-01.01-04
244-DD-02.01-04
244-DD-03.01-04
244-DD-04.01-04
244-DD-05.01-04
244-DD-06.01-04
244-DD-07.01-04
244-DD-08.01-04
244-DD-09.01-04
244-DD-10.01-04

248

248-EE-01.01-04
248-EE-02.01-04
248-EE-03.01-04
248-EE-04.01-04
248-EE-05.01-04
248-EE-06.01-04
248-EE-07.01-04
248-EE-08.01-04
248-EE-09.01-04
248-EE-10.01-04
248-EE-11.01-04
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248-EE-13.01-04
248-EE-14.01-04
248-EE-15.01-04
248-EE-16.01-04
248-EE-17.01-04
248-EE-18.01-04
248-EE-19.01-04
248-EE-20.01-04
248-EE-21.01-04
248-EE-22.01-04

5- Pick-up
6- Station Wagon
7- Car Accessories
8- Car Stereo
9- Motor Engine (Diesel Engine/Gasoline)
BB. TRAINS

CC. AIRCRAFTS & AIRCRAFT GROUND EQUIPT.

DD. WATERCRAFTS

1- Banca
2- Engine Pump
3- Inboard Motor Propeller
4- Outboard
5- Paddle
6- Boat, Row/ Rubber
7- Sail
8- Sextant
9- Speedboat
10-Waterboat

EE. OTHER EQUIPMENT

1- Apron
2- Ash tray
3- Bat
4- Battery Connector / Pack
5- Battery Post
6- Boots
7- Blankets
8- Buzzer
9- Calendar
10- Canvass Tent
11- Casserole, Aluminum
12- Container
13-Cool cushion
14-Cooler Jug
15-Cup, Saucers & Plates
16-Desk Pad
17-Drinking Glass
18-Drum, empty
19-Flag
20-Flag Pole Cord
21-Flashlight
22-Fork & Spoon

248-EE-23.01-04
248-EE-24.01.04
248-EE-25.01-04
248-EE-26.01-04
248-EE-27.01-04
248-EE-28.01-04
248-EE-29.01-04
248-EE-30.01-04
248-EE-31.01-04
248-EE-32.01-04
248-EE-33.01-04
248-EE-34.01-04
248-EE-35.01-04
248-EE-36.01-04
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248-EE-40.01-04
248-EE-41.01-04
248-EE-42.01-04
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248-EE-57.01-04
248-EE-58.01-04
248-EE-59.01-04
248-EE-60.01-04

23-Garden Hose
24- Scissor (Garden, Sewing)
25-Glass
26-Gloves
27-Hacksaw Blade
28-Helmet
29-Jar
30-Kitchen Knife
31-Kitchen Sink
32-Lamp Reflector
33-Latch
34-Mirror
35-Mortar & pestle
36-Moulding Form
37-Padlock
38-Pail
39-Pillow
40-Pillow Case
41-Softball
42-Steel Brush
43-Switch Box
44-Table Runner
45-Teaspoon
46-Venetian Blind
47-Umbrella
48-Divider / Partition
49-Handicrafts / Decor
50-Frames / Painting
51-Rice cooker
52-Disk Dispenser
53-Bowl Set (Micro, Stainless, Glass)
54-Food Warmer (Chafing Dishes)
55-Stock Pot set (Stainless)
56-Food Tray, Stainless with cover
57-Liquified Petroleum Gas Tank (LPG Tank)
58- Knife, Bolo, Scythe
59-Curtain
60-Pitcher (Stainless)

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OTHER ASSETS

**(Obsolete assets/serviceable assets no longer being
used are re classified to "Other Assets" account)**

AS OF JULY 31, 2009

NIA-CO, Quezon City
Station

[illegible]

I CERTIFY that I have witnessed the disposition of the articles enumerated on this report this _____ day of _____, 2009.

Request for Inspection Approved by:

(Name and Signature of Witness)

APPROVED:

Administrator

