Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
Quezon City

MC NO. 29, S. 1995

MEMORANDUM CIRCULAR

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

THIS AGENCY

SUBJECT: AMENDED GUIDELINES IN THE PREPARATION OF QUARTERLY PROGRAM AND ACCOMPLISHMENT REPORT (FORM EM-4Q)

Relative to the original guidelines issued under MC No.49,S. 1994, we have noted that one of the reasons why the average percent equipment utilization nationwide remains low, is the manner in which various equipment types were grouped especially under the two major classifications, namely; Heavy Equipment and Light/Transport Equipment. Included in both classifications are equipment types which are either often used or seldom used during construction periods. Since percent equipment utilization is averaged, those equipment which are seldom used tend to pull down the overall utilization rate resulting in a low percentage value.

To correct this defect and bring about a realistic value, the following instructions are issued for your guidance:

1. All equipment and vehicles that are often used in construction and O & M activities shall be retained in their existing classification. However, those which are seldom used shall now be reclassified as, "Other Support Equipment "(See Annex "A"). Hence, arrangements in the equipment classification appearing under Block A - Inventory of Equipment, Block B: Equipment Repair Program/Status, and Block D -Equipment Utilization of Form EM-4Q shall be modified accordingly to coincide with the revised equipment classification.

2. For monitoring purposes, the actual equipment utilizations of these equipment/vehicles herein reclassified into Other Support Equipment, i. e., amphibious crane, vibratory roller, fire truck, fuel tanker, etc. shall henceforth be submitted to EMD-C.O. together with the properly filled-up Form EM-4Q every end of the quarter.

3. Detailed instructions as to the correct procedures in preparing Form EM-4Q previously circularized in MC No. 49, S. 1994 are still applicable, except for the above-mentioned changes.

Compliance herewith is enjoined.

APOLONIO V. BAUTISTA
Administrator

Encl.:As stated
Signed on _____
fn:AmendEM4Q/dml/8/2/95

August 7, 1995

ANNEX "A"

MAJOR CLASSIFICATIONS OF NIA EQUIPMENT

A. Heavy Equipment (hrs.)

1. Crane, Crawler
2. Dozer, Crawler
3. Excavator, Crawler
4. Excavator, Wheeled
5. Loader, Crawler
6. Loader w/ Backhoe, Crawler
7. Loader, Wheeled
8. Loader w/ Backhoe, Wheeled
9. Motor Grader
10. Truck-Tractor w/ Trailer

B. Light/Transport Equipment (kms.)

1. Bus, Passenger
2. Car, Diesel
3. Car, Gasoline
4. Motorcycle
5. Pick-Up, Truck, DED
6. Pick-up, Truck, GED
7. Power Wagon/Weapon's Carrier
8. Station Wagon, DED
9. Station Wagon, GED
10. Truck, Stake/Cargo
11. Truck, Dump
12. Truck, Water Tank
13. Utility Vehicle, DED
14. Utility Vehicle, GED

C. Other Support Equipment

1. Utilization in m-hrs.
   a. Compactor Spreader*
   b. Crane, Amphibious*
   c. Crane, Truck-Mtd.*
   d. Mixer, Transit*
   e. Mobile Repair Shop*
   f. Roller, Pneumatic*
   g. Roller, Static*
   h. Roller, Vibratory*
   i. Scraper, Crawler Tractor*
   j. Scraper, Wheel Tractor*
   k. Air Compressor w/ Paving Breaker
   l. Air Drill Machine
   m. Chain Saw
   n. Concrete Batching Plant
   o. CS & W Plant Aggregate
   p. Dredging Machine
   q. Farm Tractor
   r. Forklift
   s. Electric Gen. Set
   t. Concrete Mixer
   u. Concrete Vibrator
   v. Jackhammer
   w. Plate Compactor
   x. Power Tiller
   y. Pump, Centrifugal
   z. Pump, High-Pressure

C. Other Support Equipment Cont.)

1. Utilization in m-hrs.

   a. Rock Drill
   b. Roller, Sheepfoot
   c. Speedboat
   d. Truck, Amphibian
   e. Weed cutter
   f. Welding Machine

2. Utilization in kilometers:
   a. Truck, Fire**
   b. Truck, Fuel Tank**
   c. Truck, Lubrication**
   d. Ambulance

D. Special Eqpt. (m-hrs.)

1. Drilling Rig, Core
2. Drilling Rig, Water (Rotary/Percussion)
3. Gate Machine
4. Pump, Booster/Sub/ Test/Turb/Air
5. Pump, Grout/Slurry/ Shotcrete
6. Pump, Monitor
7. Pump, Propeller
8. Pump, Duplex/Triplex
9. Rice Drier, Mech. *
10. Rice Drier, Portable
11. Rice Thresher
12. Row Seeder
13. Sprayer, Power/Boom Knapsack

Note:

* Equipment re-classified from Heavy Equipment to Other Support Equipment

** Vehicles re-classified from Light/Transport to Other Support Equipment

SVP/dml
fn:AmendEM4Q
7/18/95