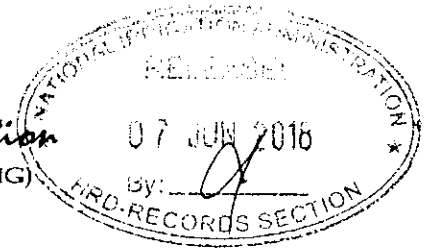




Republic of the Philippines  
Republika ng Pilipinas  
*National Irrigation Administration*  
(PAMBANSANG PANGASIWAAN NG PATUBIG)  
Lungsod ng Quezon  
Quezon City



Office Address: National Government Center  
EDSA, Diliman, Quezon City, Philippines  
Telephone Nos.: (02) 929-6071 to 78  
Website: www.nia.gov.ph

Telefax No. (02) 928-9343  
TIN 000-916-415

MC # 46 S., 2018

**MEMORANDUM CIRCULAR**

**TO : THE SR. DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,  
DEPARTMENT/REGIONAL/PROJECT MANAGERS/DIVISION  
MANAGERS/SECTION HEADS AND ALL OTHER CONCERNED**

**SUBJECT : ADOPTION OF GOVERNMENT-WIDE EMAIL SYSTEM (GOVMAIL)**

The National Irrigation Administration is now adopting the GovMail Services of the Department of Information and Communication Technology (DICT). The GovMail system is in line with the e-Government Master Plan aimed at modernizing government processes to improve the delivery of goods and services to the public and promote transparency. Citizens will have confidence in dealing with authentic government agencies governed by the said system.

Our previous email system was hosted in our own domain but by availing the Govmail services, our emails will now be hosted by DICT. Due to limited email addresses provided by DICT to be hosted for NIA, the previous email addresses assigned to respective offices/personnel will be reassigned to specific offices only. (Annex A) In view hereof, the previous email addresses will not be accessible through the new system (GovMail system). All mails received in the previous assigned email addresses can be accessed by request through the Management Information Division-CORPLAN.

The following instructions shall be followed for initialization of the GovMail services.

A. Open your preferred web browser (Google Chrome, Internet Explorer, MSN etc.)

**Option 1:**

- a. Go to <http://www.nia.gov.ph> (NIA Website), find and click the link **CheckMail** located at the bottom of the webpage; A **Certificate Error Dialogue Box (Figure 1)** will appear: click **Proceed to liham.gov.ph**

**Option 2:** (If NIA Website is not accessible)

- a. Go directly to <https://liham.gov.ph> A **Certificate Error Dialogue Box (Figure 1)** will appear: click **Proceed to liham.gov.ph**

B. **GovMail Log-in Form (Figure 2)** will appear

C. Log-in with your assigned username and initial password

D. The system will prompt you to change your password (**mandatory requirement for the first login only**)

E. Should you have further inquiries, Refer to MID at telephone nos. (02) 9270916 and (02) 9296071 to 79 loc. 157

This Memorandum Circular supersedes MC 35, S. 2014.

  
GEN. RICARDO R. VISAYA (RET)

Administrator

06-05-18