

Republika ng Pilipinas
PAMISANG PANGASIWAAN NG PATRON
(NATIONAL IRRIGATION ADMINISTRATION)
Gusling Abaza, 117 E. Rodriguez, Sr.
Lungsod ng Quezon

MC # 10, s. 1969

MEMORANDUM CIRCULAR

TO : ALL REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS,
IRRIGATION SUPERINTENDENTS, PROJECT ENGINEERS
AND OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS
IN CENTRAL LUZON PROVINCES
National Irrigation Administration

SUBJECT : Effective and Expeditious Implementation of Organizational Set-up for the Central Luzon Development Program

There is quoted hereunder for your information, coordination and effective implementation, CLDP Circular No. 68-5 of Honorable ERNESTO M. MACEDA, Chairman, Secretary of Community Development which is self-explanatory:

"CENTRAL LUZON DEVELOPMENT PROGRAM
Ambassador Building, 1817 España, Corner Prudencio
Sampaloc, Manila D-403

29 November 1968

CLDP CIRCULAR
Number...68-5

Subject: ORGANIZATIONAL SET-UP FOR THE
CENTRAL LUZON DEVELOPMENT PROGRAM

1. In order to implement more effectively and more expeditiously the Central Luzon Development Program, an administrative and operational machinery to meet the present needs is necessary. The revised organizational set-up for the CLDP, as depicted on the attached Organizational Chart, is hereby announced for the information, guidance and action of all concerned.

2. This organizational set-up provides for an Executive Committee, a National Coordinating Council, a Regional Implementing Council, Provincial and Municipal Implementing Councils, a National Secretariat and a Regional Secretariat. It incorporates some of the better features of organization that would permit coordinating and implementing councils to maintain adequate control over the organization complement, activity and manpower requirements.

3. Executive Committee: - The Executive Committee shall be composed of the Chairman and two members appointed by the President of the Philippines. It shall serve as the policy-determining body at the national level. It shall meet as often as necessary, upon call of the Chairman or upon request by a majority of the members thereof. It shall transmit its decisions and policies to the lower

levels for information and implementation.

4. National Coordinating Council: - A National Coordinating Council, composed of the heads of all national agencies participating in the Central Luzon Development Program, shall be organized and shall perform the following functions:

- a. Coordinate the services and resources of all agencies participating in the Central Luzon Development Program;
- b. Ensure that policies and decisions of the Executive Committee are implemented by the lower or field levels;
- c. See to it that each participating agency renders or submits regular reports as required, or special reports that may be called for from time to time;
- d. Extend to the field or lower levels the necessary assistance in program implementation, such as:
 - (1) Funds;
 - (2) Equipment;
 - (3) Supplies and materials;
 - (4) Personnel;
 - (5) Other needs
- e. Assist the lower levels in the solution of problems brought to its attention.

The National Coordinating Council shall meet regularly, if possible, once a month or as often as is practicable for the purpose of discussing how the Council may carry out its functions as effectively as possible.

It shall furnish the national Secretariat copies of the minutes of its meetings for information and record purposes.

5. Regional Coordinator: - The Chairman shall appoint or designate a Regional Coordinator who shall be his alter-ego insofar as implementation of the Program in the region is concerned.

6. Regional Implementing Council: - A Regional Implementing Council, composed of all regional directors of different participating agencies, will serve in the regional level. This Council, now also known as the Regional Directors' Association (RDA), shall perform the following functions:

- a. Develop ways and means of attaining a closer and more effective coordination and integration of the services and resources of all agencies involved in the implementation of the Central Luzon Development Program at the regional level;

- b. Discuss problems met in program implementation and find solutions therefor;
- c. Recommend to the National Coordinating Council and/or the Executive Committee, the formulation of policies, approaches and procedures which may make the Central Luzon Development Program more effective;
- d. Perform such other functions which will help in a more effective and successful implementation of the CLDP.

To assist the Regional Implementing Council in the performance of its functions, there shall be organized from among the members thereof, the following committees;

- (1) Committee on Land Reform and Agricultural Productivity;
- (2) Committee on Public Works and Water Resources Development;
- (3) Committee on Health and Social Welfare;
- (4) Committee on Education and Athletics;
- (5) Committee on Promotion of Trade and Commerce, and Cottage Industries;
- (6) Committee on Peace and Order, and Speedy Administration of Justice;
- (7) Committee on Training, Manpower Development and Labor Welfare.

Whenever necessary and practical, there may be cross membership in the different committees, i.e., a Chairman/Member of one committee may also be a member/chairman of another committee.

Additional committees may be formed or organized by the Regional Implementing Council, from among its members, should there be a need for them. Ad hoc committees to take care of particular tasks that may arise, may also be created from time to time.

Whenever problems are brought before the Regional Implementing Council, and where serious study is involved, each problem shall be referred to the Committee concerned for study and recommendation. The Committee shall report to the Regional Implementing Council its findings and recommendations, during any of the Council's regular or special meeting which may be held for the purpose.

7. Provincial Coordinator: - For closer coordination of the services and resources of the different participating agencies within the province, the Chairman shall designate, upon recommendation of the Official in Charge, a Provincial Coordinator for each of the provinces in the region, to be chosen from personnel of any of the participating agencies within the province.

8. Provincial Implementing Council: - A Provincial Implementing Council, composed of provincial chiefs of offices of all the participating agencies operating within the province, shall be organized in each of the provinces in the region. Officers of civic organizations may be made additional members thereof upon approval of a majority of the members of the Council.

The Provincial Implementing Council shall perform similar functions as those of the Regional Implementing Council. It shall elect from among its members a Chairman, a Vice-Chairman and a Secretary. It shall also create committees analogous to those of the Regional Implementing Council.

It shall meet regularly at least once a month, for the purpose of discussing problems and finding solutions therefor, and for studyways and means of attaining more effective implementation of the Program in the province.

It shall furnish copies of the minutes of its meetings to the Regional Secretariat and the National Secretariat, for information and record purposes.

9. Municipal Coordinator: - For the purpose of attaining closer coordination and integration of the services and resources of the different participating agencies, as well as civic organizations and the people within a municipality, the Provincial Coordinator shall designate a Municipal Coordinator for each municipality in the province, to be chosen from any representative employee of the participating agencies operating therein. Copies of such designations shall be furnished the Regional Secretariat and the National Secretariat, for information and record purposes.

10. Municipal Implementing Council: - A Municipal Implementing Council, composed of personnel of all the agencies operating within the municipality, shall be organized in each municipality in the region. Officers of civic organizations may be made additional members of the Council, upon approval of a majority of its members.

The Municipal Implementing Council shall elect from among its members a Chairman, a Vice-Chairman and a Secretary.

It shall meet regularly at least once a month and hold special meetings as may be necessary. It shall furnish copies of the minutes of its meetings to the Provincial Coordinator, the Regional Secretariat and the National Secretariat, for information and record purposes.

11. National Secretariat: A National Secretariat, based in Manila, shall be organized.

The National Secretariat shall perform the following functions:

- a. Act as a clearing house for information insofar as the Central Luzon Development Program is concerned;
- b. Facilitate support that is available in Manila, in terms of supplies, materials, funds, equipment, technical services, etc., in coordination with the National Coordinating Council;
- c. Compile and collate reports and statistics received from the national offices of the different participating agencies;
- d. Coordinate with personnel, divisions or entities concerned, in the publication of a CLDP Bulletin which shall be put out regularly, and of brochures depicting specific aspects of Program operations;
- e. Coordinate with research units in having studies and periodic evaluation conducted for more effective implementation of the Program;
- f. Perform liaison work with national offices of all participating agencies, for necessary support in program administration and implementation.

The National Secretariat shall be staffed by selected personnel from the different participating agencies. Such personnel shall draw their salaries and other allowable expenses from their respective mother agencies.

For reasons of accessibility and convenience, the National Secretariat shall have its office or headquarters in the same building where the CLDP Chairman holds office, or in a place which may be determined by the CLDP Chairman.

12. Regional Secretariat: - A Regional Secretariat, based at San Fernando, Pampanga, shall be organized. It shall take care of gathering and compiling field reports and statistics and such other pertinent records at the regional level.

The Regional Secretariat, like the National Secretariat, shall be staffed by selected personnel from the different participating agencies. Such personnel shall draw their salaries and other allowable expenses from their respective mother agencies.

13. Effectivity: - This Circular shall take effect as of December 2, 1968.

By Authority of the President:


(SGD.) ERNESTO M. MACEDA
Chairman

(Secretary of Community Development)

Encl: Organizational Chart"

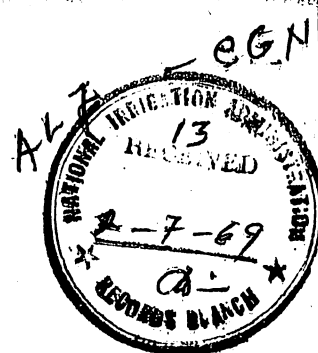
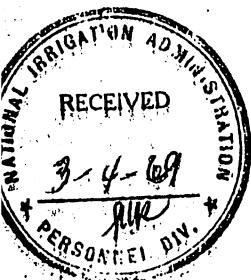
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Your coordination in the effective and expeditious implementation of the above-quoted Memorandum Circular is enjoined.


ALFREDO L. JUINIO
Acting Administrator

March 18, 1969

AS/CL



CENTRAL LUZON DEVELOPMENT PROGRAM
Ambassador Building, 1817 España, Corner Prudencio
Sampaloc, Manila D-403

29 November 1968

CIDP CIRCULAR
Number...68-5

Subject: ORGANIZATIONAL SET-UP FOR THE
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1. In order to implement more effectively and more expeditiously the Central Luzon Development Program, an administrative and operational machinery to meet the present needs is necessary. The revised organizational set-up for the CIDP, as depicted on the attached Organizational Chart, is hereby announced for the information, guidance and action of all concerned.

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By Authority of the President:

ERNESTO M. MACEDA
Chairman

(Secretary of Community Development)

Encl: Organizational
Chart

WOC

GAA/ECDD:tyd

CENTRAL LUZON DEVELOPMENT PROGRAM ORGANIZATIONAL CHART

