

Republika ng Pilipinas
PANGMAMAHANG PANGASIANAN NG IRIGASYON
(National Irrigation Administration)
Lungsod ng Quezon

AC # 44, s. 1970

MEMORANDUM CIRCULAR

TO : ALL NATIONAL AND PROVINCIAL IRRIGATION
ENGINEERS; IRRIGATION SUPERINTENDENTS
AND/OR OFFICERS-IN-CHARGE OF IRRIGATION
SYSTEMS; IRRIGATION ADMINISTRATIVE OF-
FICERS; NATIONAL AUDITORS AND FIELD
EXAMINERS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Incentive Bonuses and Cash Awards for
National Irrigation Engineers, Irrigation
Superintendents, Operation and Maintenance
Personnel and Collectors of Irrigation Fees

Purpose - Incentive bonuses and cash awards are primarily intended to further improved irrigation service and irrigation fee collections and give due recognition to deserving operation and maintenance personnel as well as collectors of irrigation fees.

In the implementation of this memorandum as approved by the Board under Resolution No. 1249-70 dated March 9, 1970, and in accordance with Section 27 of Republic Act No. 2260, otherwise known as the Civil Service Act of 1959, as amended, the following rules are hereby promulgated for the guidance and strict observance of all concerned:

I. Incentive Bonus for Collectors of Irrigation Fees

A. Definition of Terms Used

Section - The territory covered by a Ditchtender or a Gatekeeper.

Zone - ~~A~~ zone is the irrigable area under the supervision of one or more watermasters.

Current Accounts - Irrigation bills or charges which have been paid and/or collected when not yet subject to penalties in accordance with existing rules and regulations of NIA.

Back Accounts - Irrigation bills or charges which have been subjected to penalties.

Recommended for Exemption - Refers to part or whole of irrigation fees/charges (including penalties, if any) that may be dropped from collectibles which correspond to specific areas recommended for exemption from the payment of irrigation fees and previously reported to the Central Office.

Collection Period - Starts from July 1 of the preceding year to June 30 of the following year.

B. Collection Units and Zones - Each irrigation system shall be divided into collection zones. In no case, however, shall a division be split in the formation of zones.

This Irrigation Superintendent shall formally organize the collection team in each zone which shall be composed of one Watermaster as head and Ditchtenders and/or Gatekeepers within the zone as members. Under Board

Resolution No. 1249-70, the Irrigation Superintendent shall also include as members of the collection team, EPI/APC personnel recommended by the Director/Commissioner of said Offices who are working in the same geographical area under his jurisdiction. He shall have supervision over these deputized employees from EPI/APC only with regard to the collection of irrigation fees.

All members of the collection team should be duly designated and bonded as assistant irrigation collectors. They should also be on monthly basis.

C. Basis for Determination of Exemption

Basis of exemption shall be causes beyond the control of the farmer, such as typhoons, flood-subsmergence, water shortage, rat infestation, wide-spread pest infestation and fire.

Determination of exemption shall be:

1. Partial - part of lot affected will be isolated and harvest thereon will be determined by sampling. If harvest in the affected area is less than 60% of harvest in the unaffected portion of the lot which is to be determined also by sampling, the affected area shall be recommended for exemption.
2. Total - (whole lot affected) If the total harvest is less than 60% of the average yield in the section where the lot is located, the area of the whole lot will be recommended for exemption.

D. Credit of Collection

1. Collections of a team for service area within its zone shall be credited 100%.
2. Collections of a team for service areas outside its zone shall be credited 50% to said team and 50% to the other team covering that zone.
3. Collections of irrigation fees/accounts in the Office shall be credited 50% to the team covering the zone.

E. Collection Base

1. Computation of Base for Zone - Base for the zone shall be the total current irrigation fees for the areas irrigated within the zone. If some collections for service areas in the zone are not credited to the team as provided, the base shall be adjusted by deducting the amount collected but not credited.
2. Computation of Base for System - Base for the system shall be the total current irrigation fees for the areas irrigated, which in no case should be less than 90% of the corresponding maximum benefited area registered in the system since the agricultural year 1965-66. Approved exemptions at the time of the computation of the base shall be deducted from the base. (If recommendation for exemptions are submitted immediately after harvest, particularly for the 1st crop, there is a good chance of its being acted upon for consideration in the computation of the base.)

3. Computation of Base for Region - Base for the region shall be the total current irrigation fees for the areas irrigated in the region but in no case should it be less than 90% of the corresponding amount for the maximum benefited area registered in the region beginning Agricultural Year 1965-66.

F. Incentive Bonus for Collection Teams

1. Schedule of bonus from collections of current irrigation fees:

For collections above 50% up to 70% of the
base - 10% bonus
For collections above 70% up to 85% of the
base - 15% bonus
For collections above 85% of the base
- 20% bonus

2. Conditions precedent to merit bonus for current irrigation fees:

- a. Remittance of collection and submittal of collection reports on time (28th of each month except June). For first non-compliance in the System or Regional Office, the bonus shall be reduced by 50%; for second non-compliance, by 75%; and for third non-compliance, no bonus shall be given.
- b. For the purpose of attaining the minimum required collection of 45% of the Base for the systems, May and June collections, including the 10% penalties, may be included in the total current irrigation fees collected. For systems with average lot area of less than 0.25 hectare and whose total service area is over 1,000 hectares, same conditions as above but the Base for the system is reduced to 40%.

3. Schedule of bonus from collections of back irrigation fees:

For collection of irrigation fees
with 10% penalty - 5% straight bonus
For collection of irrigation fees
with 20% penalty - 10% straight bonus

Where a landowner goes to the office voluntarily to pay his back accounts, 50% of the amount paid shall be credited to the team covering the zone.

4. Conditions precedent to merit bonus for back irrigation fees:

- a. Same conditions as for current irrigation fees above with regards to remittance of collection and submittal of collection reports.
- b. Same as F2-b above except that the total collections shall be the current and the back accounts and the bases for the systems shall be 50% and 45% respectively.

G. Division of Bonus:

1. The total bonus for the team shall be divided as follows:

5% - to the team leader

75% - to the team leader and team members in direct proportion to the total collection of each

20% - to be divided among the following personnel whose efficiency rating must be at least very satisfactory, and weighted as follows:

Assistant Superintendent	- 20%
Supervising Watermaster	- 25%
Watermasters, Gatekeepers and Ditchtenders	-100%

provided that such personnel had actually worked in the zone for at least six (6) months.

However, a Supervising Watermaster who is not a team leader but who undertakes field collection, shall be treated as team member for the corresponding collections made by him in the corresponding zone. A Bill Collector engaged in field collection will be considered in the same category as the Supervising Watermaster, except that in the computation of bonus, his total collection is weighted at 50%.

2. Bonus for the Irrigation Superintendent/Officer-In-Charge of the System shall be an amount equal to 2% of the total bonus earned by all teams in the system.
3. Bonus for the Regional Irrigation Engineer shall be an amount equal to 1/2% of all bonus earned in the region provided that the total gross collections for the entire region is at least 55% of Base for the Region with no system having a gross collection less than 50% of Base for the System.

II. Cash Awards

A. Cash Awards for Regional Irrigation Engineers

Monetary award of P1.00 per hectare for incremental benefited area (crop hectare) over the highest registered area in the region beginning Agricultural Year 1965-66 shall be given to the Regional Irrigation Engineer if the increase is due to water management and provided that the gross collection in the region is at least 60% of the Base for the region.

B. Cash Awards for Irrigation Superintendents/Officers-In-Charge of Irrigation Systems:

Monetary Award of P3.00 per hectare of incremental benefited area (crop hectare) over the highest registered in the system beginning Agricultural Year 1965-66 shall be given to the Irrigation Superintendents/Officers-In-

Charge of Irrigation systems if the increase is due to water management, and provided that the gross collection for the system is at least 55% of the System Base. Where two or more systems are under a Superintendent, the incremental area will be determined from the total benefited area of the group of systems.

For a new single system under a Superintendent, or a new system to be grouped with an existing system, the incremental benefited area will be considered only after the following conditions are satisfied:

1. Lot survey of the total service area is submitted and approved by the Administrator.
2. Eighty percent (80%) or more of the service area had been benefited and reasons for inability to benefit the rest of the service area had been submitted and approved by the Administrator.

C. Cash Awards for Watermasters:

1. For the most deserving Watermasters in a System with more than 10 divisions:

P100.00 cash award - 1st most deserving Watermaster
75.00 cash award - 2nd most deserving Watermaster
50.00 cash award - 3rd most deserving Watermaster

2. For the most deserving Watermasters in a system with 6-9 divisions:

P 75.00 cash award - 1st most deserving Watermaster
50.00 cash award - 2nd most deserving Watermaster

3. For the most deserving Watermaster in a system with 3-5 divisions:

P 50.00 cash award - most deserving Watermaster

4. Who may participate in the above awards:

Any watermaster directly supervising an irrigable area of not less than 500 hectares may be considered for awards provided that when a system has less than three divisions, it shall be grouped with one or more systems to form at least three divisions that will comprise one area of competition.

To merit an award, at least all canals within the division shall be clean, shall have no gaps through which water spills and shall have headwalls and gates (even only wooden gates) in all turnouts. Any section not satisfying the above conditions may be exempted from the assessment if the Watermaster had presented a formal charge for inefficiency or neglect of duty against the Ditchtender or Gatekeeper in charge of said section after exerting all efforts to guide him in the proper performance of his duties.

D. Cash Awards for Most Deserving Ditchtender/Gatekeepers

1. Systems with 20-40 sections

1 - P100 cash award - 1st most deserving GK/DT
1 - 75 cash award - 2nd most deserving GK/DT
2 - 50 cash award - 3rd most deserving GK/DT

2. Systems with 41 - 70 sections

- 2 - P100.00 each cash award - 1st most deserving GK/DT
- 2 - 75.00 each cash award - 2nd most deserving GK/DT
- 2 - 50.00 each cash award - 3rd most deserving GK/DT

3. Systems with 71-105 sections

- 3 - P100.00 each cash award - 1st most deserving GK/DT
- 3 - 75.00 each cash award - 2nd most deserving GK/DT
- 3 - 50.00 each cash award - 3rd most deserving GK/DT

4. Systems with 106-140 sections

- 4 - P100.00 each cash award - 1st most deserving GK/DT
- 4 - 75.00 each cash award - 2nd most deserving GK/DT
- 4 - 50.00 each cash award - 3rd most deserving GK/DT

5. Systems with 141-175 sections

- 5 - P100.00 each cash award - 1st most deserving GK/DT
- 5 - 75.00 each cash award - 2nd most deserving GK/DT
- 5 - 50.00 each cash award - 3rd most deserving GK/DT

6. Systems with over 175 sections

- 6 - P100.00 each cash award - 1st most deserving GK/DT
- 6 - 75.00 each cash award - 2nd most deserving GK/DT
- 6 - 50.00 each cash award - 3rd most deserving GK/DT

7. Who may participate in the above awards

All Ditchtenders and Gatekeepers with assigned sections of canals to maintain, whether on the daily or monthly basis, can participate in the above competition for deserving Ditchtender or Gatekeeper and provided further that they have been enjoying such designation for at least one year.

Previous recipients of similar awards may participate every year as long as they perform the duties of a Ditchtender or Gatekeeper.

8. Conditions precedent to merit award

As a minimum requirement, all canals within the section must be clean, all gaps closed and all turn-outs must have headwalls and should be gated even with wooden gates.

Systems with less than 20 sections shall be pooled together or with a bigger system by the Regional Irrigation Engineer to form an area of competition of 30 sections but in no case less than 20 sections.

III. Incentive Bonuses and Cash Awards Committees:

For purposes of the incentive bonuses and cash awards, there is hereby created a Committee on Incentive Bonuses and Cash Awards in the Central Office and in each Regional Office to be composed of the following:

Central Office Committee:

- | | |
|-------------------------|------------|
| Assistant Administrator | - Chairman |
| Chief, Management Staff | - Member |
| Chief, Legal Staff | - Member |

Chief, Personnel and Training Division - Member
Chief, Accounting Division - Member
Corporate Auditor or his duly
authorized representative - Member

Regional Office Committee:

Regional Irrigation Engineer - Chairman
Engineering Administrative Officer - Member
Regional Auditor - Member

Likewise, a Committee of Judges is hereby constituted in every Irrigation System or group of Systems whose composition is as follows:

Irrigation Superintendent or Officer-In-Charge - Chairman
All Supervising Watermasters and Watermasters - Members

whose functions, duties and responsibilities shall be as hereunder set forth:

A. Central Office Committee:

1. Adopt its rules of procedures.
2. Process, evaluate and decide all recommendations for awards to be elevated to it by the different Regional Committees within the month of October. Basis for verification of supporting papers relative to the award recommended shall be the summary of irrigated lots submitted by Systems as required under NIA Memorandum Circular of September 3, 1965.

B. Regional Office Committee:

1. Adopt its rules of procedures.
2. Examine, verify and certify on all statements, reports and other pertinent papers relating to the program submitted to it by the Irrigation Superintendent in his capacity as chairman of the Committee of Judges.
3. Submit its recommendation on bonuses on collections to the Central Office Committee on Incentive Bonuses and Cash Awards to be received not later than the last working day of September following the preceding collection period.
4. Make final review and confirm decisions of Committee of Judges regarding best operated division and most deserving watermasters and ditchtenders or gatekeepers.
5. Record and file consecutively copies of collection reports, statements and other data relative to the program and specifically maintain charts of collection thereto.

C. Committee of Judges:

1. Set its rules of procedure.
2. ~~Rate~~ Rate each ditchtender or gatekeeper quarterly from October 1 to September 30 of the following year on the same predetermined point system, and submits a summary of same together with its decision to the Regional Committee not later than October 31, for final review and confirmation.

3. Rate quarterly from October 1 to September 30 of the following year, in accordance with criteria it shall prepare, each division of the system on the same predetermined point system and submit a summary of same together with its decisions to the Regional Committee, not later than October 31, for final review and confirmation. The decision herein shall include determination of most deserving watermasters.

D. Responsibility of Irrigation Superintendents/Officers-In-Charge of Systems on collection bonus:

1. At any time before the rendition of irrigation bills for each crop, submit the following:
 - a. Layout of system showing the irrigable area by divisions and zones.
 - b. List of collection teams (team leader and team members).
2. Accomplish the attached Collection Reports (See Annexes A, B & C). The Irrigation Superintendents shall forward these reports to the Regional Committee who in turn shall forward same to the Central Office to be received not later than September 30.
3. Maintain a complete file of collection reports, statements and other working papers relative to the program for ready reference and specifically, maintain a collection chart of individuals as well as of the teams.
4. These reports shall be forwarded to the Regional Committee not later than the last working day of June following the preceding collection period.

In no case shall cash awards and/or bonuses in favor of an individual exceed the sum of one thousand pesos (P1,000.00) per annum.

All awards shall be reflected in the personal records of all concerned and shall be considered in cases of promotion.

Awarding of cash bonuses and awards to outstanding collectors, personnel and/or teams may be made during the annual Christmas celebration in all NIA Offices.

Active participation of all concerned is hereby enjoined.

This MEMORANDUM CIRCULAR supersedes Memorandum Circular Nos. 6 and 51, series of 1968, and shall take effect immediately.

ORIGINAL SIGNED

ALFREDO L. JUINIO
Administrator

October 21, 1970

Name of System

Zone No. _____ Served by (list principal canals)

Team Leader _____
Name _____ Designation _____

Team Members _____
Name _____ Designation _____

Service data - all figures in Haa.

	Rice				Other Crop			
			:Rec.for:				:Rec.for:	
	:Irrigated:	:Benefited:	:exempt.:	:Approved:	:Irrigated:	:Benefited:	:exempt.:	:Approved:
	:	:	(x)	:	:	:	:	:
1st crop:	:	:	:	:	:	:	:	:
2nd crop:	:	:	:	:	:	:	:	:

Sugarcane or other crops standing throughout the year:

Irrigated _____ Benefited _____ Rec. for Exempt. _____ Approved _____

COLLECTIONS:

	For service area : : within the zone :				For service area in other zones: : Zone No.: : Zone No. :				Total
July 1969	:	:	:	:	:	:	:	:	:
Aug. 1969	:	:	:	:	:	:	:	:	:
Sept. 1969	:	:	:	:	:	:	:	:	:
Oct. 1969	:	:	:	:	:	:	:	:	:
Nov. 1969	:	:	:	:	:	:	:	:	:
Dec. 1969	:	:	:	:	:	:	:	:	:
Jan. 1970	:	:	:	:	:	:	:	:	:
Feb. 1970	:	:	:	:	:	:	:	:	:
Mar. 1970	:	:	:	:	:	:	:	:	:
April 1970	:	:	:	:	:	:	:	:	:
May 1970	:	:	:	:	:	:	:	:	:
June 1970	:	:	:	:	:	:	:	:	:
Total	:	:	:	:	:	:	:	:	:

Submitted By: _____ Date _____
Team Leader

Approved By: _____ Date _____
Superintendent/OIC

(x) Rec. for exempt. = recommended for exemption

Mark with asterisk May and June collections with 10% penalties included as current to meet minimum requirements.

OFFICE COLLECTIONS

	ZONE NO. 1			ZONE NO. 2			ZONE NO. 3		
	Current	Back with 10%	Back with 20%	Current	Back with 10%	Back with 20%	Current	Back with 10%	Back with 20%
Jul 1969									
Aug 1969									
September 1969									
October 1969									
November 1969									
December 1969									
January 1970									
February 1970									
Mar 1970									
Apr 1970									
May 1970									
June 1970									
TOTAL									

Submitted by:

Approved by:

Cashier

Superintendent/OIC

Date:

Date:

Mark with asterisk May and June collections with 10% penalties included as current to meet requirement.

Name of System

Total Service Area for the System

All Figures in Hectares

	R i c e				Other Crop			
	Irrig- gated	Bene- fited	Rec. for Exempt.	Approved	Irrig- gated	Bene- fited	Rec. for Exempt.	Approved
1st Crop	:	:	:	:	:	:	:	:
2nd Crop	:	:	:	:	:	:	:	:

Sugar cane or other crops

Standing the whole year - Irrigated _____ Benefited _____ Recommended
for Exemption _____ Approved _____

New area benefited this agricultural year as a result of extension canals and structures funded with funds outside the regular C & M (Fund 12). State name of canal constructed and/or extended and additional area served and amount spent:

COLLECTIONS:

	Current	Back w/10%	Back w/20%	
July 1969	:	:	:	:
August 1969	:	:	:	:
September 1969	:	:	:	:
October 1969	:	:	:	:
November 1969	:	:	:	:
December 1969	:	:	:	:
January 1970	:	:	:	:
February 1970	:	:	:	:
March 1970	:	:	:	:
April 1970	:	:	:	:
May 1970	:	:	:	:
June 1970	:	:	:	:
T o t a l	:	:	:	:

Mark with asterisk collection for May and June w/10% penalty included as current to meet minimum requirement:

Submitted: _____ Approved: _____
Superintendent/OIC Regional Irrig. Engr.