Republika ng Filipinas PAMBANSANG PANGASIWAAN NG PATUBIC (National Irrigation Administration). Gusaling APC, Quezon Memorial Circle Diliman, Lungsod ng Quezon

мс # 49\_, в. 1970

## MEMORANDUM CIRCULAR

TO

ALL REGIONAL, PROVINCIAL, AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPE-RINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS National Irrigation Administration

SUBJECT

## : <u>Targets for System Performance and</u> Operation and <u>Maintenance Report</u>

As a means to maximize utilization of our limited funds for operation, maintenance, rehabilitation and improvement of irrigation systems, for improved irrigation service and consequently increased efficiency in our collection activities, you are hereby directed to make a thorough assessment of the conditions of the irrigation system under your supervision and prepare a realistic target statement of activities for the fiscal year by quarter. The necessary support in man power, equipment and cash should be figured also quarterly.

At the end of any quarter, an assessment should be made and a statement of actual accomplishment reported.

Attached is a format of the target statement and actual accomplishment to be used, modified as you may find necessary for further clarity.

For purpose of a monthly appraisal, which you or your Regional Engineer may need, the quarterly target statements and assessment may be broken down by the months. For central office reporting, the quarterly breakdown is sufficient.

For this fiscal year, the target statement should cover only the 3rd and 4th quarters.

It is directed that the target statements be submitted to the central office not later than January 10, 1971 for assessment and advise of items approved for funding.

Strict compliance hereby is enjoined.

ALFREDO L

Administrator

December 7; 1970

OPERATION AND MAINTENANCE PROGRAM TAR

AND QUARTERLY ACCOMPLISHMENT REPORT

Quarter Ending

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- PS:
  - 1. All targets accomplishments and expenses entered above should pertain tonly to the quarter indicated and therefore should not be cumulative.
  - 2. Other types of repairs and improvement work of significance and not set incomposed and improvements Works" should be added as another item duly broken down into set optimize sub-items.
  - 3. The following are additional requirements in the submission of program targets:
    - a) Place an asterisk on man-months and amounts not covered by allotments for O&M or Rehabilitation
    - b) Attach listing of regular personnel indicating name, designation and fate per month or per day
    - c) Indicate all items programmed on a system layout or else describe in detail in tabulated form. Turnouts should be identified by canal stationing, to left or right, indicating whether with pipes, with headwalls or with gate. Farm ditch should be identified by canal stationing of take-off point to left or right, and length.
    - d) Submit area irrigated and planted for 1st Crop and 2nd Crop for different kinds of Crop the previous year and the irrigation fee collections for the previous year.
    - e) Attach copies of worksheets in determining targets.