

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Gusaling APC, Quezon Memorial Circle
Diliman, Lungsod ng Quezon

MC # 49, s. 1970

MEMORANDUM CIRCULAR

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

SUBJECT : Targets for System Performance and
Operation and Maintenance Report

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.

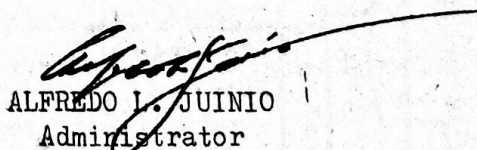
Attached is a format of the target statement and actual accomplishment to be used, modified as you may find necessary for further clarity.

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. JUINIO
Administrator

December 7, 1970

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OPERATION AND MAINTENANCE PROGRAM TARGETS AND QUARTERLY ACCOMPLISHMENT REPORT

Quarter Ending _____

System: _____

	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		TOTAL	
	7 - 9		10 - 12		1 - 3		4 - 6			
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
A. Irrigation and Maintenance										
1. Canals maintained in Km.										
2. Irrigated Hectareage <u>Planted</u>										
a) Rice, 1st Crop										
b) Rice, 2nd Crop										
c) Sugar										
d) Other Crops										
3. Man Months and Expenses on Items 1 and 2										
a) Man Months (Monthly)										
b) Man Months (Daily)										
c) Amount, monthly wages ^{Salaries}										
d) Amount, daily wages										
e) Supplies and Materials										
f) Travel Expenses										
B. Repairs and Improvement										
1. Canals desilted										
a) Length in Kms.										
b) Earthwork in cu.m.										
c) Man-months										
d) Amount for labor										
2. Canal embankments raised										

(4)

	1st Quarter 7 - 9		2nd Quarter 10 - 12		3rd Quarter 1 - 3		4th Quarter 4 - 6		T O T A L	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
a) Length in km.										
b) Earthwork in cu.m.										
c) Man-months										
d) Amount for labor										
3. Drainage channels improved										
a) Length in Km.										
b) Earthwork in cu.m.										
c) Man-months										
d) Amount for labor										
4. Drainage channels constructed										
a) Length in Km.										
b) Earthwork in cu.m.										
c) Man-months										
d) Amount for labor										
5. Farm Ditches Constructed										
a) Length in km.										
b) Earthwork in cu.m.										
c) Man-months										
d) Amount for Labor										
6. Turnouts completely installed										
a) No. of units										
b) Man-months										
c) Amount for labor										
d) Amount for Materials										
7. Other structures repaired or										
a) No. of units improved										
b) Concrete in cu.m.										

Quarter Ending _____

System;

	1st Quarter 7 - 9		2nd Quarter 10 - 12		3rd Quarter 1 - 3		4th Quarter 4 - 6		T O T A L	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
c) Man-months										
d) Amount for Labor										
e) Amount for Materials										
8. Other structures constructed complete										
a) No. of units										
b) Concrete in cu.m.										
c) Man-months										
d) Amount for Labor										
e) Amount for Materials										
9. Equipment use for Item _____										
a) No. and kind of ^{Type of equipment and no. of} equipment months										
b) Rental amount										
c) Amount for fuel, lubricant and spare parts										
C. Billing										
1. No. of bills furnished										
2. Man-months and Expenses										
a) Man-months (monthly)										
b) Man-months (daily)										
c) Amount, monthly ^{salaries} wages										
d) Amount, daily wages										
e) Supplies and Materials										
D. Collection										
1. No. of landowners approached										

System:

	Quarter Ending							
	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	7 - 9		10 - 12		1 - 3		4 - 6	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
2. Amounts Collected (field and Office) <i>& other data expanded</i>								
a) Current accounts								
b) Back accounts with 10% penalty								
c) Back accounts with 20% penalty								
d) Man-months (monthly)								
e) Man-months (daily)								
f) Amount monthly wages/salaries								
g) Amount daily wages								
h) Amount traveling exp.								
B. General Administration								
1. Man-months (monthly)								
2. Man-months (daily)								
3. Amount monthly wages/salaries								
4. Amount daily wages								
5. Supplies and Materials								
6. Traveling Expenses								
7. Sundry Expenses								

NOTES:

1. All targets accomplishments and expenses entered above should pertain only to the quarter indicated and therefore should not be cumulative.
2. Other types of repairs and improvement work of significance and not falling under any item on "Repairs and Improvements Works" should be added as another item duly broken down into appropriate 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 rate 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.

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