

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

MC # 3, s. 1971

MEMORANDUM CIRCULAR

TO : THE CHIEF ACCOUNTING DEPARTMENT;  
ACTING CHIEF, ADMINISTRATIVE  
DEPARTMENT AND ALL OTHERS CONCERNED  
This Agency

SUBJECT : Implementation of the MANAGEMENT  
INFORMATION SYSTEM in the Central  
Office

One aspect of our continuing management improvement program concerns the improvement of our management information system. This is necessary to enable management to effectively oversee the operation of NIA. Attached herewith are forms to be accomplished in order to achieve the following objectives:

1. To provide management with financial and operating information essential for effective planning and control;
2. To present such information in a form that will highlight critical areas requiring management action or decision; and
3. To fix responsibility for the preparation and submission of management reports on a regularly scheduled basis.

These report forms are described as follows:

A. Monthly Report on Unobligated Funds (Exhibit 1)

This report summarizes the unobligated portion of allotments at the end of the month by program and by fund.

B. Operating Expenses by Responsibility Center (Exhibit 2)

This statement shows the actual and budgeted operating expenses of each responsibility center for the current quarter and year-to-date.

C. Rental Billing and Collection Report (Exhibit 3)

This report provides management with current month and year-to-date data on equipment rental billings and collections.

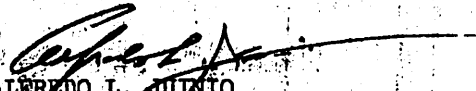
D. Personnel Report (Exhibit 4)

This report shows the total number of personnel <sup>present</sup> and vacation leaves <sup>taken</sup> per employee for each responsibility center during the quarter.

The preparation and distribution of the above Management Information System reports are indicated in the accompanying tabulation.

Due to the necessity of instituting immediately these management information and control aspects of our operations, it is hereby directed that the above-stated reports be prepared and accomplished starting the month of January 1971.

Strict compliance is hereby enjoined.

  
ALFREDO L. JUNIO  
Administrator

January 18, 1971

The Preparation and Distribution of Attached MIS Reports

Title of Report	Prepared By	Frequency	No. of: Copies	Deadline for Submission	D I S T R I B U T I O N		
					Assistant Administrator	Department Head	Division Head
Monthly Report on Unobligated Funds	Bookkeeping Section, <i>Accounting Department</i>	Monthly	4	15th day of following month	ATT	Accounting	Financial Planning and Control
Operating Expenses by Responsi- bility Center	Bookkeeping Section <i>Accounting Department</i>	Quarterly	5	15th day of the month following end of the quarter	All	Accounting Operations	Financial Planning and Control
Rental Billing and Collection Report	Revenue Section, <i>Accounting Department</i>	Monthly	4	15th day of following month	All	Accounting	Equipment Management
Personnel Report	Personnel Division	Monthly	2	15th day of following month	Finance and Administra- tion	Administrative	

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