

Republika ng Pilipinas
KANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
Agricultural Productivity Commission Building
Quezon Memorial Circle
Lungsod ng Quezon

MC # 12, s. 1971

MEMORANDUM CIRCULAR

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

SUBJECT : Substitution of the Monthly Report on Unobligated Funds
(Exhibit I) as per MC #3, s. 1971, to Report of Obliga-
tional Authority by Project and by Funds; and Report of
TDC/Cash Released, Disbursed and/or Sub-alloted and Free
Balances

In connection with MC #3, s. 1971 relative to the Implementation of the Management Information System in the Central Office specifically the Monthly Report on Unobligated Funds (Exhibit I), you are hereby informed that said report is being replaced by two reports as follows:

1) Report of Obligational Authority by Project and by Funds

This report shows the free balances of allotment advice/s received for each project by fund and this is prepared quarterly by the Bookkeeping Section of the Accounting Department in six (6) copies to be distributed to the following:

- a) Assistant Administrator
- b) Head - Accounting Department
- c) Head - Financial Planning & Control Division
- d) Head - Management Staff
- e) Chief - Engineering Department
- f) Representative - SGV Consultants

Submittal of the above reports to the officials stated above shall be on the 15th day of the month following the end of the quarter.

2) Report of TDC/Cash Released, Disbursed and/or Sub-Alloted and Free Balances

This report shows the TDC/Cash released, disbursed and/or sub-alloted and free balances of each project by funds. This is prepared monthly by the Bookkeeping Section of the Accounting Department in six (6) copies to be distributed to the following:

- a) Assistant Administrator
- b) Head - Accounting Department
- c) Head - Financial Planning & Control Division
- d) Head - Management Staff
- e) Chief - Engineering Department
- f) Representative - SGV Consultants

The above report shall be submitted to the above-mentioned officials not later than the 15th day of the following month.

In the meantime that the reorganization of NIA has not been completed, copies intended for the Asst. Administrator for Finance & Administration and the Head of the Operations Department shall be given to the Chief, Engineering Department and to the SGV representatives for review purposes.

This Memorandum Circular takes effect immediately upon receipt hereof.

Strict compliance is enjoined.


ALFREDO S. JUINIO
Administrator

March 9, 1971
TBI/sgo

NATIONAL IRRIGATION ADMINISTRATION
REPORT OF TDC/CASH RELEASED, DISBURSED AND/OR SUB-ALLOTTED AND FREE
BALANCES BY PROJECTS AND BY FUNDS

FOR THE _____ MONTHS ENDED _____, 197__

PROJECT	TOTAL TDC/ CASH RELEASED	TOTAL DIS- BURSED AND/ OR SUB- ALLOTTED	FREE BALANCES
Aklan River Irrigation Project			
Fund 20 - USPL 480	P	P	P
21 - USPL 480			
23 - USPL 480			
Total			
Baco River Irrigation Project			
Fund 20 - USPL 480			
21 - USPL 480			
23 - USPL 480			
Total			
Cotabato River Irrigation Project			
Fund 33			
Total			
GRAND TOTAL	P	P	P

NATIONAL IRRIGATION ADMINISTRATION
 REPORT OF OBLIGATIONAL AUTHORITY BY PROJECT AND BY FUNDS
 FOR THE _____ QUARTER ENDED _____, 197_

P R O J E C T S	TOTAL ALLOT- MENT ADVICE' RECEIVED	SUB-ALLOTE' AND/OR OBLIGATED	FREE BALANCE
Cotabato River Irrigation Project Fund 02 33	P	P	P
Total			
Ambayonan-Depalo River Irrig. Proj. Fund 31			
Total			
GRAND TOTAL	P	P	P