

Republika ng Pilipinas
PAMBANSANG PANGANGA-AN NG PATUBI
(National Irrigation Administration)
Agricultural Productivity Commission Building
Quezon Memorial Circle
Lungsod ng Quezon

MC # 13, s. 1971

MEMORANDUM CIRCULAR

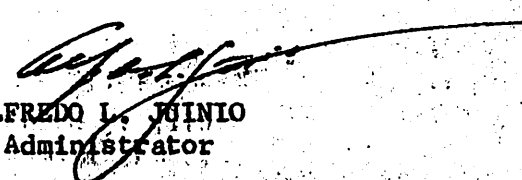
TO : ALL REGIONAL AND PROVINCIAL IRRIGATION
ENGINEERS; CHIEFS OF IRRIGATION SYSTEMS;
AND OTHERS CONCERNED

SUBJECT : Procedures in Handling Delinquent Payers

The attached Procedures in Handling Delinquent Payers shall be implemented throughout all NIA systems beginning April 1, 1971.

These procedures shall serve to complement the billing and collection system circularized under MC #46, s. 1970.

Strict compliance of all officials and organizational units concerned is enjoined.


ALFREDO L. JUINIO
Administrator

March 16, 1971

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PROCEDURES IN HANDLING DELINQUENT PAYERS

1. After July 31, the Chief of System prepares a list, List A, of all irrigation users having back accounts with 20% penalties due. He immediately sends out to the delinquent payers in this list, first demand letters to be duly acknowledged.
2. After October 31, the Chief cancels from List A the names of irrigation users who have fully paid their back accounts with 20% penalties, as of September 30. Copies of the modified list are posted on the bulletin boards in the system field offices, the Municipal Hall, and the Provincial Capitol, where the lots are situated. The Chief sends out to the delinquent payers remaining in the list, second demand letters to be duly acknowledged.
3. After December 31, the Chief prepares a new list, List B, enumerating about ten to twenty delinquent payers with the largest back accounts. He immediately submits this list to the Central Office Legal Staff for proper legal action.
4. The Legal Staff initiates legal proceedings against delinquent payers selected from List B. The list of selected delinquent payers, List C, is supplied to the Chief of System concerned who immediately prepares all necessary documentary evidences necessary in the prosecution of the delinquency cases, namely:
 - a. The list of landowners, lot numbers, locations, years of delinquency, and amounts due (for publication purposes);
 - b. The harvest reports involving the property;
 - c. Requests for water service by the landowners or tenants or lessees of the property; and
 - d. Corresponding bills and demand letters duly acknowledged by the landowners or other persons in their behalf.
5. After a final and favorable court decision, the Chief follows up collection of payment in satisfaction of judgment. In case the user still fails to pay, the Chief requests, through the NIA Legal Staff, the Clerk of Court or the Judge to issue a Writ of Execution. (A sheriff uses this Writ to enforce collection or to levy on the crops or the lot concerned.) Legal assistance shall be requested from the NIA Legal Staff whenever necessary.