

MC # 30, s. 1971

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS, CENTRAL OFFICE; REGIONAL IRRIGATION ENGINEERS, PROVINCIAL IRRIGATION ENGINEERS AND IRRIGATION SUPERINTENDENTS
National Irrigation Administration

SUBJECT : Instructions for the Preparation and Submission of the Budget Estimates for Fiscal Year 1972-1973 (July 1, 1972 to June 30, 1973)

Our experience in the past indicate that Budget Estimates have not adequately reflected the urgent needs of field offices because they have been prepared only in the Central Office. Last August 10, 1970 a Memorandum Circular was issued calling for the preparation of Budget Estimates for fiscal year 1971-1972 by responsibility centers in the field. In many instances they were submitted very late and in practically all cases the budget estimates submitted were almost twice as much as what can be funded out of expected available revenues.

In order therefore to present a realistic budget for fiscal year 1972-1973, Heads of Departments and Staffs, Regional Offices, Provincial Offices and Irrigation Systems should submit their respective budget estimates for consolidation in the Financial Planning and Control Division, Central Office. The Budget Estimates shall be in accordance with the following Programs or activities:

PROGRAM I - FIELD SURVEYS AND PLAN PREPARATION
(Projects investigated, surveyed and plans prepared)

PROGRAM II - OPERATION, MAINTENANCE AND REPAIR SERVICES

1. For operation and maintenance of irrigation systems.
2. For operation and maintenance of heavy construction equipment.

PROGRAM III - GENERAL ADMINISTRATION

The attached Operating Budget, NIA Budget Form Nos. 1, 2(a), 2(b) and 3 are to be used depending upon the type of activity as enumerated above. An Office performing several activities will use the prescribed form for each activity. All data to be submitted should present the overall requirement by Programs irrespective of funding source. It is for the Central Office to allocate the funding.

Responsibility Centers are to be informed accordingly of their allocation upon approval of the Budget.

To facilitate the preparation of the Budget, the following guidelines should be adhered to strictly.

I. Time for Submission of Budget Estimates

Budget Estimates shall be submitted to the Chief, Financial Planning and Control Division, Central Office, in legal Size, five (5) legible copies, not later than July 15, 1971.

II. Guideline for Preparation of the Operating Budget.

Budget Estimates shall be submitted in conformity with the attached forms.

F.Y. 1970-71 figures can be based from total Sub-Allotment Advices released up to June 30, 1971 for all funds.

Inasmuch as F.Y. 1971-72 approved budget is not yet available, The F.Y. 1970-71 budget is presumed to be repeated.

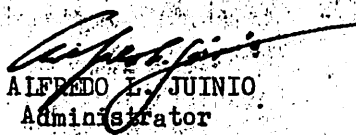
- A. Salaries for existing positions should be supported by the Plantilla of Personnel. Exhibit "A" should be used according to activity or Program. There should be a separate plantilla for each activity. The total of the plantilla should tally with the Operating Budget.
- B. F.Y. 1972-73 proposed new permanent positions should be supported by a list showing the designations, salary rates and the justifications for the creation of such new positions. Use Exhibit "B" for the purpose.
- C. Requests for lump-sum appropriation for casuats should also be supported by a list of the positions and justifications for its need, otherwise no allocation shall be given. Use Exhibit "C".
- D. Money value of earned leaves pertain to those applying for terminal leaves. Do not include ordinary vacation and sick leaves as these are chargeable against the corresponding salary of the incumbent of the position. A list showing the names of employees and the amount for each should be submitted in Exhibit "D".
- E. F.Y. 1972-73 requirement for government share for employees' retirement and life insurance premiums should be based on actual salary of the employees.
- F. Requests for traveling expenses in F.Y. 1972-73 must be supported with a detailed explanation as to the nature or purpose of travel. The attached table for "Projected Operations and Maintenance Expenses" of irrigation systems may be used as guide. Deviations from the projected rates must be fully justified.
- G. Estimated amount for sundry expenses in F.Y. 1972-73 must likewise be fully explained as to nature or purpose. The attached table for "Projected Operations and Maintenance Expenses" of irrigation systems may also be used as guide.
- H. Supplies and Materials requested in F.Y. 1972-73 must be supported by a breakdown as to how much is for office supplies, gasoline, spare parts, etc.. Table for "Projected Operations and Maintenance Expenses" for systems may be used as guide.
- I. Requests for allocation of F.Y. 1972-73 Retirement Gratuity must be supported with a list classifying retirees as to Optional or Compulsory retirement. Accomplish Exhibit "E".

III. Guideline for the preparation of Revenue Budget.

The Revenue Budget Form is intended only for offices having income from irrigation fees and equipment rentals.

In the preparation of the Budget Estimates, caution should be exercised to include only urgent and very necessary positions and/or items so that they may be considered in the consolidation. The corresponding justification should be very clear and should show actual necessity of the proposed positions or items.

Strict compliance is enjoined.


ALFREDO L. JUINIO
Administrator

May 25, 1971 .

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION

Name of Dept./Regional Office/Provincial Office/System _____

<u>Months</u>	<u>F.Y. 1971</u>		<u>F.Y. 1972</u>		<u>F.Y. 1973</u>	
	<u>Billings</u>	<u>Expected Collections</u>	<u>Billings</u>	<u>Expected Collections</u>	<u>Billings</u>	<u>Expected Collections</u>
July						
August ...						
September.						
October ..						
November .						
December .						
January ..						
February .						
March						
April						
May						
June						
TOTALS-	=====	=====	=====	=====	=====	=====

SUBMITTED BY:-

Head of Office

Note: This Form is for Equipment Rentals only.

PROJECTED OPERATIONS AND MAINTENANCE EXPENSES

(Pesos per Hectare)

Cost Item	COST BY SIZE OF SYSTEMS (HA.)						
	0-1,900	2,000-3,900	4,000-6,400	6,500-8,900	9,000-12,400	12,500-17,400	Over 17,500
Salaries	P35.76	P27.38	P23.60	P23.40	P23.19	P22.49	P22.33
Wages	2.60	2.53	2.46	2.39	2.33	2.20	2.10
Insurance	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Supplies and Materials	5.09	4.70	3.83	3.80	3.78	3.44	3.10
Traveling Expenses	1.26	0.80	0.52	0.50	0.48	0.43	0.42
Sundries	0.30	0.28	0.25	0.24	0.22	0.21	0.20
Office Equipment	0.48	0.23	0.21	0.20	0.19	0.15	0.14
Gates	0.60	0.50	0.40	0.38	0.35	0.32	0.30
Equipment Rentals	<u>6.54</u>	<u>6.52</u>	<u>6.49</u>	<u>6.37</u>	<u>5.95</u>	<u>5.72</u>	<u>5.50</u>
TOTAL	<u>P53.63</u>	<u>P43.94</u>	<u>P38.76</u>	<u>P38.28</u>	<u>P38.49</u>	<u>P36.46</u>	<u>P35.09</u>

EXHIBIT "A"

Dept./Staff/Regional Office/Provincial Office/System

PROGRAM I - FIELD SURVEYS AND PLAN PREPARATION

<u>Position Title</u>	<u>Basic Salary</u> 6/30/70	<u>Adjustments</u> BC 212 and 213	<u>Actual Salary</u> 7/1/70	<u>GSIS Premiums</u>	<u>Name of Incumbent</u>
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TOTAL - - - - - P P P P

NOTE:- Indicate the Division, Section or Unit before enumerating the positions:

EXHIBIT "A"

NATIONAL IRRIGATION ADMINISTRATION

PLANTILLA OF PERSONNEL

Dept./Staff/Regional Office/Provincial Office/System _____

PROGRAM II - OPERATION, MAINTENANCE AND REPAIR SERVICES

(For operation and maintenance of Irrigation Systems)

<u>Position Title</u>	<u>Basic Salary</u> <u>6/30/70</u>	<u>Adjustments</u> <u>BC 212 and 213</u>	<u>Actual Salary</u> <u>7/1/70</u>	<u>GSIS Premiums</u>	<u>Name of Incumbent</u>
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EXHIBIT "A"

NATIONAL IRRIGATION ADMINISTRATION

PIANTILIA OF PERSONNEL

Dept./Staff/Regional Office/Provincial Office/System _____

PROGRAM II - OPERATION, MAINTENANCE AND REPAIR SERVICES

(For operation and maintenance of heavy construction equipment)

<u>Position Title</u>	<u>Basic Salary</u> 6/30/70	<u>Adjustments</u> BC 212 and 213	<u>Actual Salary</u> 7/1/70	<u>GSIS Premiums</u>	<u>Name of Incumbent</u>
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EXHIBIT "A"

NATIONAL IRRIGATION ADMINISTRATION
PLANTILLA OF PERSONNEL

Dept./Staff/Regional Office/Provincial Office/System _____

PROGRAM III -- GENERAL ADMINISTRATION

Position Title

Basic Salary
6/30/70

Adjustments
BC 212 and 213

Actual Salary
7/1/70

GSIS Premiums

Name of Incumbent

NATIONAL IRRIGATION ADMINISTRATION

LIST OF PROPOSED NEW POSITIONS

FY 1972-1973

<u>Position Title</u>	<u>WAPCO Range</u>	<u>Salary Rate (Minimum of Range)</u>	<u>Justification</u>
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NOTE:- Indicate the particular unit or division where the position is to be assigned:

LIST OF POSITIONS CHARGEABLE AGAINST LUMP-SUM FOR CASUALS

FY 1972 - 1973

<u>Position Title</u>	<u>Daily Rate</u>	<u>Annual Requirement</u>	<u>Justification</u>
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NOTE:- Indicate Division, Section or Unit where position will be assigned:

NATIONAL IRRIGATION ADMINISTRATION

Dept./Staff/Regional Office/Provincial Office/System _____

REQUESTED AMOUNT FOR MONEY VALUE OF EARNED LEAVES

FY 1972 - 1973

<u>Name of Employee</u>	<u>Effectivity of Leave</u>	<u>No. of Days of Accumulated Leaves</u>	<u>Amount</u>
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NATIONAL IRRIGATION ADMINISTRATION

Dept./Staff/Regional Office/Provincial Office/System _____

RETIREMENT AND GRATUITY FUND REQUIREMENT
FY 1972 - 1973

<u>Name of Employee</u>	<u>Position Title or Designation</u>	<u>Actual Salary</u>	<u>No. of Years of Service</u>	<u>Highest Sal. Received</u>	<u>Amount Required</u>
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COMPULSORY RETIREMENTOPTIONAL RETIREMENT

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION

Name of System _____

REVENUE BUDGET

Months	F.Y. 1971		F.Y. 1972		F.Y. 1973	
	<u>Billings</u>	<u>Expected Collections</u>	<u>Billings</u>	<u>Expected Collections</u>	<u>Billings</u>	<u>Expected Collections</u>
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
TOTALS - - -						
No. of Landowners.....						
Benefited Area.....						
1st Crop						
2nd Crop						

SUBMITTED BY:

Irrigation Superintendent

Note: This Form is for Irrigation Fee only.

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION

Name of Dept./Staff/Reg. Office/Prov'l. Office/System _____

PROGRAM I - FIELD SURVEYS AND PLAN PREPARATION

OPERATING BUDGET

OPERATING EXPENSES

	<u>F.Y. 1971</u>	<u>F.Y. 1972</u>	<u>F.Y. 1973</u>
01 - Salaries for existing positions (To be supported by "Exhibit A").....	P	P	P
01 - Proposed new permanent positions (To be supported by "Exhibit B").....			
01-02 - Lump-sum for casuals (To be supported by "Exhibit C").....			
01 - Money value of earned leaves (To be supported by "Exhibit D").....			
01-15 - Government share for employees' retirement & life insurance premiums...			
02 - Traveling Expenses			
06 - Sundry Expenses			
07 - Supplies and Materials			
15 - Retirement Gratuity (To be supported by "Exhibit E").....	_____	_____	_____
TOTAL OPERATING EXPENSES	P _____	P _____	P _____

Irrigable area (Hectares) investigated, surveyed and plans prepared -

- a) Investigated
- b) Surveyed
- c) Plans Prepared

Note: * Support with list, by fiscal year, of projects indicating the area of each.

SUBMITTED BY:

Head of Dept./Staff/Reg. Office/Prov'l. Office
System

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION

Name of System _____

PROGRAM II - OPERATION, MAINTENANCE AND REPAIR SERVICES
(a) For operation and maintenance of Irrigation Systems

OPERATING BUDGET

REVENUES

Irrigation Fee (Bills Rendered) Accomplish also Annex "A" for breakdown by month

OPERATING EXPENSES

- 01 - Salaries for existing positions (To be supported by "Exhibit A")
- 01 - Proposed new permanent positions (To be supported by "Exhibit B")
- 01-02 - Lump-sum for casuals (To be supported by "Exhibit C")
- 01 - Money value of earned leaves (To be supported by "Exhibit D")
- 01-15 - Government share for employees' retirement & life insurance premiums
- 02 - Traveling expenses
- 06 - Sundry expenses
- 07 - Supplies and Materials
- 15 - Retirement Gratuity (To be supported by "Exhibit E")

TOTAL OPERATING EXPENSES

F.Y. 1971

P

F.Y. 1972

P

F.Y. 1973

P

P

P

P

SUBMITTED BY:

Irrigation Superintendent

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION

Name of Dept./Reg. Office/Prov'l Office/System _____

PROGRAM II - OPERATION, MAINTENANCE AND REPAIR SERVICES

(b) For operation and maintenance of irrigation heavy construction equipment

OPERATING BUDGET

REVENUES

Equipment Rental (Bills Rendered) - Accomplish also Annex "B" for breakdown by month

F.Y. 1971

F.Y. 1972

F.Y. 1973

P _____

P _____

P _____

OPERATING EXPENSES

01 - Salaries for existing positions (To be supported by "Exhibit A")

01 - Salaries for proposed new permanent positions (To be supported by "Exhibit B")

01-02 - Lump-sum for casuals. (To be supported by "Exhibit C")

01 - Money value of earned leaves (To be supported by "Exhibit D")

01-15 - Government share for employees' retirement & life insurance premiums

02 - Traveling expenses

06 - Sundry expenses

07 - Supplies and Materials

- Retirement Gratuity (To be supported by "Exhibit E")

TOTAL OPERATING EXPENSES

P _____

P _____

P _____

SUBMITTED BY:

Head of Dept./Reg. Office/Prov'l Office/System

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION

Name of Dept./Staff/Reg.Office/Prov'l Office/System _____

PROGRAM III - GENERAL ADMINISTRATION

OPERATING BUDGET

OPERATING EXPENSES

- 01 - Salaries for existing positions (To be supported by "Exhibit A")
- 01 - Proposed new permanent positions (To be supported by "Exhibit B")
- 01-02 - Lump-sum for casuals (To be supported by "Exhibit C")
- 01 - Money value of earned leaves (To be supported by "Exhibit D")
- 01-15 - Government share for employees' retirement & life insurance premiums
- 02 - Traveling expenses
- 06 - Sundry expenses
- 07 - Supplies and materials
- 15 - Retirement Gratuity (To be supported by "Exhibit E")

TOTAL OPERATING EXPENSES

F.Y. 1971

P

F.Y. 1972

P

F.Y. 1973

P

SUBMITTED BY:

Head of Dept./Staff/Reg.Office/Prov'l Office