

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

MC No. 36, s. 1971

MEMORANDUM CIRCULAR

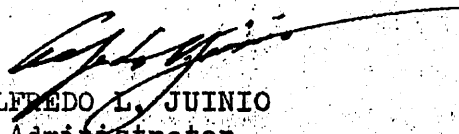
TO : THE ACCOUNTING DIVISION, FINANCIAL PLANNING
AND CONTROL HEADS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Management Information Systems and Control *
Reports

It has been noted that in the distribution of the Management Information System and Control Reports, (which has been instituted to provide top management with the necessary information for proper control), copies are not invariably being furnished the undersigned. This situation indicates weakness in the dissemination of information so vital to the exercise of the Administrator's responsibility of overall direction and control of operations.

In view hereof, it is directed that all heads of departments and divisions responsible for the preparation of these reports should furnish a copy each to the Administrator, for his information and ready reference, and another copy each to the Chief, Management Staff, for analysis and evaluation so that the Administrator could be properly advised in his decision-making function. Another set of copies should also be furnished SGV for their ready reference. This instruction shall take effect starting with the reports ending June 30, 1971. Attached herewith is a list of the Management Information System Reports for ready reference.

Strict compliance is enjoined.


ALFREDO L. JUINIO
Administrator

Encl.: a/s
June 17, 1971
AS /LCV

No.	Title of Report	Prepared By	Frequency	No. of Copies	Deadline for Submission	Distribution		
						Asst. Admin.	Dept. Head	Division Head
3	Operating Expenses by Responsibility Center	Bookkeeping -- Accounting	Quarterly	5	15th day of the month following end of the quarter	Asst. Administrator	Accounting + Operations	Financial Planning and Control
3	Rental Billing and Collection Report	Revenue - Accounting	Monthly	4	15th day of the month following	Asst. Administrator	Accounting	Equipment Management
3	Personnel Report	Personnel Division	Monthly	2	15th day of the month following	Asst. Administrator	Administrative	
9	Cash Flow Statement	Accounting and Financial Planning and Control	Quarterly	6	15th day of the month following end of quarter	Administrator	Treasury	Management Staff
9	Summary of Long-Term Debts	Accounting	Quarterly	6	15th day of the month following end of quarter	Asst. Administrator	Accounting	Financial Planning and Control
12	Report of Obligational Authority	Accounting	Quarterly	6	15th day of the month following end of quarter	Asst. Administrator	Accounting, Engineering	Management Staff, Financial Planning and Control
12	Report of TDC/Cash Release	Accounting	Monthly	6	15th day of the month following	Asst. Administrator	Accounting	Management Staff, Financial Planning and Control
	Status of Cash Availability by Funds	Treasury	Monthly	6	15th day of the month following	Administrator	Treasury	Management Staff, Financial Planning and Control