

MC # 38, s. 1971

MEMORANDUM CIRCULAR

TO : ALL REGIONAL, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS; REGIONAL AUDITORS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Prohibiting All NIA Employees, Except Duly Appointed and/or Designated Billing Clerks, From Posting or Otherwise Making Entries in Irrigation Fee Registers (IFRs); thereby, Supplementing SECTION XI, MC NO. 46, series of 1970

Investigation reports in some systems reveal that entries have been posted anomalously in IFRs thereby causing the non-factual status of accounts of the landowner-payers, thus resulting in the embarrassment of this agency to the former who are made to pay their accounts. Irrigation Fee Registers (IFRs) are permanent records of system offices that indicate the status of accounts of landowner-payers insofar as irrigation charges are paid and/or unpaid year to year and therefore should be guarded zealously from any unwarranted entries.

In this connection, therefore, it is hereby directed that all NIA employees, except duly appointed and/or designated billing clerks, should be prohibited from posting or otherwise making entries in the IFRs and that access to these same records shall be allowed only as is necessary for inspection or supervision by duly authorized officers of NIA or any of its system offices. Irrigation Fee Registers and other important records relevant to Irrigation accounts shall be kept in properly locked cabinets which shall be placed in a suitable portion of the system office including a sufficient table space for the billing clerk-in-charge of all IFRs to insure the safekeeping of these important records.

Corollary to the above, you are also directed to look into the Irrigation Fee Registers and list down IFRs which show entries as regards amounts posted but not included in the corresponding official receipts and the total of amounts, so anomalously posted, for the corresponding IFRs. A report on these matters should be rendered to Central Office with recommendations for appropriate action that may be taken under the premises.

This Memorandum Circular serves as a supplement to Section XI (STEPS IN THE ACCOMPLISHMENT OF THE IRRIGATION FEE REGISTER) of MC No. 46 series of 1970 (Implementation of Standard Operating Procedure on Billing and Collection of Irrigation Fees in Field Offices),

Strict compliance is hereby enjoined.


ALFREDO L. JUINIO
Administrator

June 21, 1971.