

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

M.C. # 13, s. 1972

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION ENGINEERS; IRRIGATION
SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF
IRRIGATION SYSTEMS
This Agency

SUBJECT : Motorcycle or Bicycle Allowance for Watermasters and
Supervising Watermasters

Pursuant to NIA Board Resolution No. 1608-a-71, as amended by Resolution No. 1655-72, please be informed that in order to encourage our Watermasters and Supervising Watermasters to own motorcycles for use in connection with their duties in the proper operation and maintenance of irrigation systems, a motorcycle allowance will be granted at the flat rate of P25.00 per month with minimum ceiling range of 200 kms. to 400 kms. of official travel, and pending acquisition of motorcycle, a bicycle allowance shall be granted at the rate of P12.00 per month with minimum ceiling range of 200 kms. to 400 kms. per month; provided that at least 75% of the total official travel during the month shall be for the inspection of the different sections of the ditchtenders and gatekeepers under their supervision, as indicated by their signatures on the posted time sheets of the ditchtenders and gatekeepers required under an existing Memorandum Circular. Full implementation of this Memorandum Circular is therefore a prerequisite. Attached is the form of the time sheet to be posted and accomplished. For the months of March, April, May and December, the 75% requirement may be reduced to 50%. Official travel time shall not include travel from residence to office and back.

As a further incentive for Watermasters and Supervising Watermasters to redouble their efforts toward improved operation and maintenance and collection of irrigation fees, official travel in excess of 400 kms. to 800 kms. for motorcycle will be paid at P0.06 per km. and P0.03 per km. for bicycle in excess of 400 kms. up to 600 kms. if the division or zone (for Supervising Watermasters) under him is well operated and maintained and the percentage of collection in his division or zone for the last Agricultural Year should fall within any of the following categories:

- a) Not less than 60% of the current irrigation charges for the division or zone for Supervising Watermasters;
- b) Not less than the average percentage of collection in the whole system;
- c) It is increased by 20% of the preceding agricultural year collections.

As a minimum requirement for a well operated and maintained division or zone, all canals are clean and in good shape and all turnouts are gated even with wooden gates and no open gap on canal embankment is present through which irrigation water spills. Staff gages to measure flow of water on laterals and farm ditches are installed and daily recordings taken.

Watermasters entitled to travel allowance in excess of 400 kms. shall be reported every quarter by the Irrigation Superintendent or Officer-in-Charge to this Office. Should inspection of the division or zone show that the conditions for payment of allowance for official travel in excess of 400 kms. are not obtaining, the disallowance of any amount paid shall be for the account of the approving official.

Payment of this travel allowance (flat rate and additional) shall be supported with a detailed daily statement of official travel, which shall be reviewed carefully by the approving official.

All posted time sheets of ditchtenders and gatekeepers shall be filed in the office and readily available for the review by higher officials. Should verification of these time sheets and the travel statement be found inconsistent, any over payment in the travel allowance shall be the responsibility of the approving official. This will not however, relieve the Watermaster concerned of his liability.

This supersedes all previously issued Memo Circulars granting allowance to Watermasters and Supervising Watermasters of this Agency.


ALFREDO L. JUINIO
Administrator

February 15, 1972