

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

MC # 18, s. 1972

MEMORANDUM CIRCULAR

TO : ALL REGIONAL, PROVINCIAL AND PROJECT
ENGINEERS; IRRIGATION SUPERINTENDENTS
AND/OR OFFICERS-IN-CHARGE OF SYSTEMS;
PROJECT MANAGERS; REGIONAL AUDITORS
AND FIELD EXAMINERS; HEADS OF DEPART-
MENT AND STAFFS; CORPORATE AUDITOR;
ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Uniform procedures to be followed in the
application, recommendation and/or appro-
val of exemptions from payment of irriga-
tion fees

For the information and guidance of all concerned, more particularly the Chiefs of Systems, watermasters, collectors, ditch-tenders and other operations and maintenance personnel, there are herewith attached a Procedure Flow Chart for the granting of exemptions and a brief explanation thereto. In turn, the latter shall inform landowners/users of these procedures in their proper observance and due notice of the steps involved in the exemption process.

Finally, it is instructed that the Chief of Systems shall discuss the procedures jointly, together with his immediate subordinates including watermasters, the latter to discuss with his ditchtenders and gatekeepers, for a better understanding of the same. In effect, there will be improvement in the competency of the NIA fieldmen in disseminating the information to the farmers in their day-to-day dealings with them.

Please be guided accordingly.

(SGD.) ALFREDO L. JUINIO
Administrator

Encl. As stated.

March 6, 1972

PROCEDURE FOR GRANTING OF EXEMPTION FROM PAYMENT
OF IRRIGATION FEES

While crops are still standing, the ditchtender concerned prepares a Report for Exemption (RE) and submits the same to the Watermaster who in turn investigates and makes his recommendation (RM) to the Irrigation Superintendent/Chief of System. Landowner, however, are not precluded from filling their Application for Exemption (AE) to the Irrigation Superintendent. The report for exemption (RE) and the watermaster's recommendation (RM) together with the application for exemption (AE), if any, are further verified by the Superintendent. The latter shall request BPI or APC representatives to check crop failure on lots due to pests and diseases.

From such verifications, the superintendent prepares a List of Recommended Exemptions (LRE) for those lots which are deemed meritorious and a List of Recommended Disapprovals for exemption (LRD) for those lots which do not merit exemption. Parcellary Map (PM) (showing areas under consideration) shall accompany the said listings that shall be transmitted to the Administrator (Note: A copy of said listings shall be furnished the Regional Irrigation Engineer).

The Administrator prepares the transmittal letter (TLB) and all papers to the Board which shall make the final action on the recommendations. The Board, thru its Secretary, prepares the Transmittal of the Board Resolution (TBR) and return same together with the lists to the Administrator, the latter in turn shall transmit the necessary copies (RIS) to the Superintendent for proper notification and recording in their files (Note: a copy of the transmittal letter of the Board Resolution and the approved list of Recommended Exemption shall be furnished the Accounting Division).

The Superintendent, upon receipt of the approved list of Recommended Exemption and List of Recommended Disapproval for Exemption, prepares Credit Memos (CM) and Notices of Disapproval (ND), respectively, and finally send them to the Landowners concerned. The superintendent shall furnish the Accounting Division, Central Office, a copy of the Credit Memos.