

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

MO # 49, s. 1972

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATOR; CHIEFS OF
DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION
ENGINEERS; PROVINCIAL IRRIGATION ENGINEERS;
IRRIGATION SUPERINTENDENTS WITHIN CALAMITY
AREAS AND ALL OTHERS CONCERNED
This Agency

SUBJECT : Implementation of Projects under the
Calamity Fund Act, Designating Special
Project Coordinators and Project Engi-
neers to undertake the same

This is to inform you that under the provisions of the Calamity Fund Act, funds have been allocated and released to NIA to undertake immediate rehabilitation of irrigation facilities in existing national irrigation systems and including communal systems and/or projects damaged by floods and typhoons in the months of June and July, 1972, in the provinces of Bulacan, Bataan, Zambales, Pampanga, Tarlac, Pangasinan, Laguna and Nueva Ecija.

Pursuant to the provisions of the Calamity Fund Act, the following guidelines are to be observed in the disbursement of funds:

Under Sec. 1 (a)

- (1) The amount released shall be spent and actually disbursed not later than March 31, 1973 except for on-going projects started before March 31, 1973 but not beyond June 30, 1973

Under Sec. 1 (g)

- (2) The amount released shall be spent and actually disbursed not later than September 30, 1972.

In this connection, it shall be understood that work under Pacquia Contract is not considered personal services nor operational expenses.

In view of the urgency of undertaking the prosecution of the rehabilitation projects within the period specified in the Calamity Law, there is hereby designated Special Project Coordinator for the following provinces and Project Engineers for Irrigation Systems.

A Special Project Coordinators

<u>NAME</u>	<u>PROVINCE</u>
Federico Gendrano	Bulacan
	Nueva Ecija (Peñaranda System)
Florentino Camarador	Pampanga,
	Bataan and
	Zambales
Pedro Mendoza	Laguna
Felix N1 Regalado	Tarlac
Romeo Roque	Pangasinan
Tito Cerdan	Nueva Ecija (UPRP)

B Project Engineers

The Irrigation Superintendent or Officer-in-Charge of the Irrigation System is automatically designated as Special Project Engineer of the project in his system.

There is hereunder stated the duties and responsibilities of the above named Coordinators and Project Engineers in so far as these Special Projects are concerned as follows:

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DUTIES OF PROJECT COORDINATOR

1. Collaborate with the overall coordinator in the preparation of General Schedule of assigned projects; recommend necessary changes in the same, if necessary as work progresses.
2. Prepare Programs of work; review construction schedules prepared by Project Engineer.
3. Allocate, assign and/or transfer equipment in the different system or group pool within areas of jurisdiction; where equipment in the area is not sufficient, request the Regional Irrigation Engineer concerned for deficiency.
4. Procure and allocate needed supplies and materials such as steel bars, cement, sheet piles lumber, aggregates boulder; approve requisitions for issuance, from stock or for local purchase or for Central Office procurement using the procurement outfit of the systems/projects.
5. Inspect and evaluate construction activities, progress and accomplishments and expenditures in accordance with approved Programs of work and Schedules.
6. Discuss jointly with Project Engineer areas of delay and work out remedial measures to speed up the work whenever necessary; collect and review the required reports, in formats prescribed, for submittal to the overall Coordinator.
7. Recruit supervisory and survey personnel such as Junior Civil Engineers, Civil Engineering Aides, Foremen, Survey men, etc. needed for the projects.

DUTIES OF PROJECT ENGINEER

1. Prepare details of work to be done and schedules to be followed based on General Schedule prepared by the overall Coordinator in collaboration with the Project Coordinator. Details shall include, among others, the following:
 - a) Detailed schedule of work which shall be supported by detailed listing of work by canal, principal structures such as diversion works and structures needing major repairs, drainage channels, etc. furnishing exact quantities of work (cu.m. of earthwork, borrow, borrow haul, reinforced concrete volume, rip-rap, grouted rip-rap, etc.). A layout showing the work to be done shall be attached.
 - b. Construction schedule (Bar charts).
 - c. Manner of prosecuting the work (By pacquiao contract or direct administration).
 - d. Manpower requirement.
2. Prepare listing of equipment and materials needed. (Indicate available equipment, the total requirement and the additional needs. For materials, indicate the quantity of cement, steel bars, steel sheet piles, lumber, boulders, aggregate; monthly in a Bar chart with date.)
3. Undertake implementation of the project in accordance with program of work and construction schedules.
4. Hire laborers- carpenters, masons, drivers, mechanics, etc. needed for the project.
5. Approve vouchers and payrolls and ⁶pacquiao contracts
6. Prepare requisition for supplies and materials not covered in the Schedule
7. Prepare reports in accordance with formats to be prescribed.


It is to be understood, that the designation of Special Project Coordinators and Project Engineers are in addition to their regular duties and responsibilities and without additional compensation, and that their present station shall remain as their headquarters.

In view of the urgency of undertaking these Special Projects, Regional Irrigation Engineers are hereby directed to extend full cooperation and support to the Special Project Coordinators and Project Engineers whenever and wherever necessary and requested.

Attached herewith is a copy of the Calamity Fund Act for ready reference and ~~perusal~~ taking into consideration the limitations indicated therein.

The Memorandum Circular takes effect upon approval unless otherwise revoked and/or modified accordingly. All concerned herein are hereby directed to comply immediately.

Please be guided accordingly.


ALFREDO E. JUINIO
Administrator

September 13, 1972
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