

(National Irrigation Administration)  
Gusaling APC, Quezon Memorial Circle  
Diliman, Lungsod ng Quezon

MC # 72, s. 1973

MEMORANDUM CIRCULAR

TO : HEADS OF ENGINEERING, OPERATIONS, ADMINISTRATIVE  
AND TREASURY DEPARTMENTS; CHIEFS OF MANAGEMENT  
AND LEGAL STAFFS; ALL REGIONAL IRRIGATION ENGINEERS  
AND ALL OTHERS CONCERNED  
National Irrigation Administration

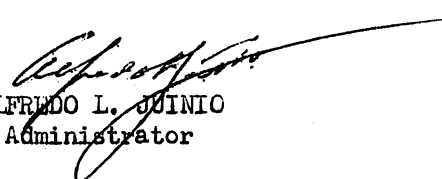
SUBJECT : Progress Reports on Commitments Made During the  
Conference with RIE's on August 6-11, 1973

In pursuance to the agreements arrived at during the conference of Regional Irrigation Engineers held on August 6-11, 1973, you are hereby instructed to report on the activities you have undertaken relative to the commitments and agreements made thereat.

For purposes of achieving uniformity in presentation of data and facilitate consolidation and control, it is directed that all accomplishments shall be indicated in the attached forms in four copies. Three copies of the report duly accomplished shall be submitted to the Administrator, Attention: ASSISTANT ADMINISTRATOR not later than September 30, 1973.

It should be emphasized that accomplishment of these agreements and commitments are very necessary for the attainment of our expanded objectives and targets. You are therefore hereby directed to submit these reports properly and on time.

Strict compliance is enjoined.

  
ALFREDO L. GUINIO  
Administrator

September 11, 1973

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Attachment;

I  
CHECKLIST OF COMMITMENTS MADE DURING THE CONFERENCE  
WITH RIE'S ON AUGUST 6-10, 1973

OBJECTIVES	TASKS OR THINGS TO BE DONE	ASSIGNED TO	ACCOMPLISHMENT		REMARKS
			ACTION TAKEN	DATE	
1. Proper operation and maintenance of irrigation systems.	a. Separate force for operation from force for maintenance. Test this arrangement in one division for comparison purposes.	RIE - 1	Ex. 2 Systems	8/30	
		2			
		3			
		3-A			
		4			
		5			
		6			
		7			
		8			
		8-A			
	b. Furnish RIE's with forms for reporting investigation of charges (made by Irrig. Supts. against erring watermaster and ditchtenders).	LEGAL STAFF	Ex. All RIE's given blank forms which they may duplicate	8/6	
	c. Provide uniform 3 green T-shirts each per annum to deserving ditchtenders/gatekeepers.  o Requisition no. & sizes of T-shirts (To be sent to Administrator Attention Operations Department)	RIE - 1			
		2			
		3			
		3-A			
		4			
		5			
		6			
		7			
		8			
		8-A			
	o Compute amount involved and request Board for approval	OPERATIONS DEPARTMENT			
	o Procure T-shirts	PROCUREMENT DIVISION			
	o Ship to field	PROPERTY DIVISION			

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OBJECTIVES	TASKS OR THINGS TO BE DONE	ASSIGNED TO	ACCOMPLISHMENT		REMARK
			ACTION TAKEN	DATE	
	d. Give training to irrigation superintendents	ADMINISTRATIVE DEPARTMENT			
	e. Update the manual on operation and maintenance for general distribution.	OPRNS. DEPT. SYSTEM MGT. DIVISION			
2. To accelerate the pump program and install 1,000 pump sets per month until February, 1974	a. Prepare MC delegating to PIEs authority to enter into contract for the NIA when pumps are to be delivered in the PIO.	MANAGEMENT STAFF			
	b. Provide PIEs with contract forms	LEGAL STAFF			
	c. Provide accessories to pumps  o Requisition needed accessories (Requisition to be sent to Administrator, attention Operations Department)	RLE - 1			
		2			
		3			
		3-A			
		4			
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		8			
		8-A			
	o Process requisition	EQUIPMENT MGT. DIV.			
	o Ship to requisitioner	PROPERTY DIVISION			

OBJECTIVES	TASKS OR THINGS TO BE DONE	ASSIGNED TO	ACCOMPLISHMENT		REMARKS
			ACTION TAKEN	DATE	
	d. Make arrangement with NFAC to make down payment for pumps as part of farmer's production loan.	ENGINEERING DEPARTMENT			
	e. Explore possibility of DBP or rural banks buying pumps for farmers.	RIE - 1			
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		3-A			
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		8-A			
	f. Buy engines with bigger horsepower (15 hp) to enable rigs to penetrate gravel formations.				
	o Prepare specifications	EQUIPMENT MGT. DIVISION			
	o Procure	PROCUREMENT DIVISION			
	o Ship to requisitioner	PROPERTY DIVISION			

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OBJECTIVES	TASKS OR THINGS TO BE DONE	ASSIGNED TO	ACCOMPLISHMENT		REMARKS
			ACTION TAKEN	DATE	
	g. Revise MC # 32, s. 1973 to include exceptions (see "How to Install 1,000 pumps/month p. 6 of Summary)	MANAGEMENT STAFF			
	h. Submit realistic program on number of pumps to be installed per region per province.  (To be submitted to Administrator Attention Engineering Department)	RLE - 1			
		2			
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		3-A			
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		8			
		8-A			
3. To formulate firm realistic communal irrigation plans.	a. Submit communal irrigation program for fiscal year 1973-74 not later than August 25, 1973.  (To be submitted to Administrator Attention Engineering Department)	RLE - 1			
		2			
		3			
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		8-A			

OBJECTIVES	TASKS OR THINGS TO BE DONE	ASSIGNED TO	ACCOMPLISHMENT	
			ACTION TAKEN	DATE
	b. Provide every PIE with 1 leveling rod and one tape  o Make inventory of equipment in region and submit requisition to cover deficiencies.  (To be submitted to the Adm., attention: Eng'g Dept.)	RIE - 1		
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		3		
		3-a		
		4		
		5		
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		8-a		
	o Procure requisition	Procurement Division		
	o Ship	Property Div.		
	c. Provide every PIE with one jeep	Mr. Macaspac - Equipment Mgt.		
	d. Provide in-service training for design engineers  o Send region personnel for Training in Central Office	RIE - 1		
		2		
		3		
		3-a		
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		8		
		8-a		

OBJECTIVE	TASKS OR THINGS TO BE DONE	ASSIGNED TO	ACCOMPLISHMENT		Re
			Action Taken	Date	
	e. Train foremen and other construction supervisors	Adm. Dept.			
	f. Revise ceiling of RIE and PIE authority to sign checks as well as that of respective auditing personnel				
	o Prepare letter to Board	Mgt. Staff			
	o Arrange with Auditor General	Atty. Padre			
4. To formulate a firm Irrigation Development Program	a. Submit on form distributed a realistic inventory of possible irrigation projects not later than November 30, 1973  (Inventory to be submitted to Administrator; attention: Eng'g Dept.)	RIE - 1			
		2			
		3			
		3-a			
		4			
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	b. Submit on form distributed an inventory of existing communal systems not later than September 30, 1973  (To be submitted to the Adm., attn.: Eng'g Department)	RIE - 1			
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		3-a			
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OBJECTIVES	TASKS OR THINGS TO BE DONE	ASSIGNED TO	ACCOMPLISHMENT		REMARKS
			ACTION TAKEN	DATE	
	C. Submit firm program for fiscal year 1973-74 not later than August 25, 1973	RIE - 1			
		2			
		3			
		3-a			
		4			
		5			
		6			
		7			
		8			
		8-a			
	d. Submit four-year development plan not later than November 30, 1973	RIE - 1			
		2			
		3			
		3-a			
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		8-a			
5. To implement the Re-organization plan	a. Send one representative each from Regions 7, 8 and 8-A to coordinate with representatives of the PROD, COPE, etc. at Cagayan de Oro City o Prepare memo instructing implementation o RIE shall notify administrator, Central Office, Attention: Oprns. Dept. of name of representative designated.	Mgt. Staff			
		RIE - 7			
		8			
		8-a			



OBJECTIVES	TASKS OR THINGS TO BE DONE	ASSIGNED TO	ACCOMPLISHMENT	
			Action Taken	Date
	b. By internal arrangement PIOs shall be under the supervision of the Eng'g Division and the Irrigation Supts. under the Operations Division of their respective regions			
	o Prepare MC to this effect	Mgt. Staff		
	c. Practise flexibility in implementation of Staffing Pattern of the approved Re-organization Plan			
	o Prepare memos or MC on modifications of staffing pattern	Mgt. Staff	renumbering of R-8 & 8A Transferring Group Pool To R-8A	
	o Furnish list of positions transferred to/from each region	Mgt. Staff		
	o Furnish statement of duties and responsibilities for unfamiliar new positions like Irrigation Technician and Methods Engr.	Mgt. Staff		
6. To grant RIEs greater administrative authority to enable them to function more effectively	o Prepare travel order for employees whose positions are transferred to another organizational unit	Personnel Div.		
	a. Request for authority to be delegated to the RIEs on various personnel matters	Personnel Div.		

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TASKS OR THINGS TO BE DONE	ASSIGNED TO	ACCOMPLISHMENT	
		ACTION TAKEN	DATE
aa - approve overtime work including urgent force account work.			
bb - approve application for maternity leave, leaves for PIEs and Irrig. Supts. not exceeding one (1) mon. renewal of leave, commutation of leave not exceeding 60 days except those of PIEs and Irrigation Supts. and Cashiers			
cc - approve request for permission to seek transfer except for section and division			
dd - designate petty cash officers			