

Republika ng Pilipinas
PANGSANG PANGASIWAAN NG PAMAHALANG
(National Irrigation Administration)
Lungsod ng Quezon

MEMORANDUM CIRCULAR

MC # N, S. 1976

TO : ALL REGIONAL IRRIGATION DIRECTORS, SPECIAL PROJECT MANAGERS, REGIONAL CHIEFS OF OPERATIONS DIVISION, IRRIGATION SUPERINTENDENTS AND OFFICER-IN-CHARGE OF National Irrigation Systems

SUBJECT : ANNUAL REPORT OF IRRIGATED AND BENEFITED AREAS.

In view of the 1974 Amendment to the Revised Rules and Regulations Governing the Operation and Maintenance of National Irrigation Systems which provided among others the period of irrigation fees collections from January 1 to December 31, of the calendar year instead from April 1 of the preceding year to March 31 of the current year; the classification of crops into wet and dry season crop instead of first and second crop; and pursuant to MC # 60, S. 1975 which clarified the effectivity of the revised irrigation fees rates in kind; effective immediately the Annual Report on the List of Irrigated Lots required by unnumbered memorandum of the Administration dated September 3, 1965 is hereby revised as follows:

1. For the period from April 1 to December 31, 1975, the report shall be submitted on the attached Form "A" for each and every lot irrigated and benefited to

- (a) First and Second crop - for crops harvested from April 1, 1975 to December 31, 1975 but planted before July 1, 1975.

- (b) Wet or Dry Season crop - for crop planted on or after July 1, 1975 but harvested on or before December 31, 1975.

In accordance with MC # 41, S. 1973, this report must be submitted to the NIA Central Office on or before May 31, 1976.

2. For the period from January 1 to December 31, 1976 and for every calendar year thereafter the report shall be submitted on the attached Form "B" for each and every lot irrigated and benefited to Wet Season, Dry Season and Third crop harvested between January 1 and December 31 of the calendar year. This report must be submitted to the NIA Central Office on or before February 15, 1977 and every February 15th thereafter.
3. For both Forms "A" and "B", the report shall be summarized on the attached Form "C".
4. As required in the previous memorandum, each report shall be compiled in book form, two (2) copies to be submitted for each irrigation system.
5. A parcellary map of the complete lot survey of the system with the corresponding lot number of the landowners indicate shall also be attached. Indicated by suitable symbol, the boundaries of the field assignment of ditchtenders, gatekeepers and water-masters.

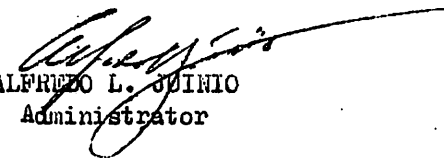
The attention of Irrigation Superintendent/Officer-in-Charge is hereby directed to supervise the careful and accurate preparation of this annual report as this report besides determining the accurate service, irrigated and benefited area of the irrigation system, determines also the accurate collectible account of irrigation fees, cross-checks the request for exemptions and exclusions, and delineate the field assignment of ditchtenders, gatekeepers and watermasters. The Irrigation Superintendent/Officer-in-Charge should also compare this annual report against those previously reported since 1965.

For this reasons, this annual report is required for all (1) existing, (2) extension of existing, (3) newly completed and (4) partially operating national irrigation systems whether under the supervision of the regular NIA Regional Offices or NIA Special Project Offices.

All Cashiers/Disbursing Officers are hereby directed to withhold the salaries of their respective Irrigation Superintendents/Officer-in-Charge whenever the latter failed to submit the report on the deadline specified for Forms "A" and "B". Cashiers/Disbursing Officers shall resume paying the salaries only when they have received written notification, telegram or radio message for the NIA Operations Director, which shall be made upon his receipt of this required annual report. Failures on the part of the Cashier/Disbursing Officer to comply with this directive shall subject him to disciplinary action.

All previous instructions and memorandum inconsistent with this memorandum circular are hereby amended or revoked.

Compliance by all concerned is hereby strictly enjoined.


ALFREDO L. JUNIO
Administrator

March 29, 1976

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DITCHTENDER/GATEKEEPER SECTION NO.

WATERMASTER DIVISION NO.

REGION/SPECIAL PROJECT

ANNUAL REPORT OF IRRIGATED AND BENEFITED AREAS

April 1 to December 31, 1975

[illegible]

NOTE:	Service canal	-	If a lot is served by more than one canal, the predominant canal shall be considered.
	First Crop	-	First Crop harvested between from April 1, 1975 to December 31, 1975 but planted before July 1, 1975.
	Second Crop	-	Crop harvested after the first crop but planted before July 1, 1975.
	Wet or Dry Season	-	Crop planted on or after July 1, 1975, harvested on or before December 31, 1975 and raised for the greater parts of its growing period during the wet or dry season, as the case maybe.
	Other Crop	-	Crop such as corn, tobacco, etc.
	Annual Crop	-	Crop such as sugar cane, banana, etc..

VERIFIED BY:

APPROVED BY:

Ditchtender/Gatekeeper

Watermaster

Irrigation Superintendent/Officer-in-Charge

EVERY SHEET MUST BE SIGNED, NOT JUST INITIATED.

REGION/SPECIAL PROJECT

DITCHTENDER/GATEKEEPER SECTION NO. _____

WATERMASTER DIVISION NO. _____

ANNUAL REPORT OF IRRIGATED AND BENEFITED AREAS
January 1 to December 31, _____

[illegible]

TOTAL -

NOTE:	Service Canal	-	If a lot is served by more than one canal, the predominant canal shall be considered.
	Wet Season Crop	-	Crop harvested, and raised for the greater part of its growing period during the wet season.
	Dry Season Crop	-	Crop harvested, and raised for the greater part of its growing period during the dry season.
	Third Crop	-	Third harvest, if any, of the calendar year.
	Other Crop	-	Crop such as corn, tobacco, etc.
	Annual Crop	-	Crop such as sugar cane, banana, etc.

SUBMITTED BY:

VERIFIED BY:

APPROVED BY:

Ditchtender/Gatekeeper

Watermaster

Irrigation Superintendent/Offic er-in-Charge

EVERY SHEET MUST BE SIGNED, NOT JUST INITIATED.

