

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

MC # 44 S. 1976

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; DEPARTMENT AND  
STAFF HEADS; REGIONAL DIRECTORS; PROJECT MANAGERS;  
PROVINCIAL IRRIGATION ENGINEERS; IRRIGATION SUPER-  
INTENDENTS; OFFICERS-IN-CHARGE AND ALL OTHERS  
CONCERNED  
National Irrigation Administration

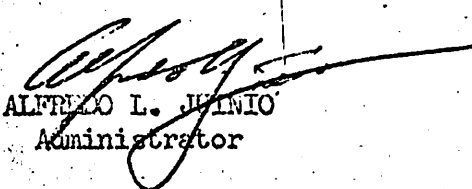
SUBJECT : Consolidated List of Authorities Delegated to  
the Assistant Administrators, this Agency

For your information, guidance and reference, attached is  
a copy of the consolidated list of authorities delegated to the  
Assistant Administrators of the National Irrigation Administration.

All previous issuances regarding delegation of authorities  
inconsistent with this memorandum circular are hereby revoked and  
superseded accordingly.

This shall take effect immediately.

Please be guided accordingly.

  
ALFREDO L. JUNIO  
Administrator


*Approved 12, 1976*

LIST OF AUTHORITIES DELEGATED TO NIA OFFICIALS

ASSISTANT ADMINISTRATOR FOR ENGINEERING AND OPERATION

- (A) For the Administrator, SIGNS internal/external communications on important, non-routine matters which are not confidential or policy-determining, such as:
- (1) As recommending official, Personnel Action Slip (PAS) for appointment as regional irrigation director or to positions in the following departments: Construction Management, Operation, Equipment Management and Project Development.
  - (2) Appointment on the monthly basis to regular or plantilla positions up To Grade XII in the field services and departments under his office.
  - (3) Order for suspension or restoration of allowance of central office or field officials under his jurisdiction.
  - (4) Personnel locator slip of department heads and personnel directly under his office.
  - (5) Formal charges against erring personnel below section chief level in regions and departments and personnel directly under his office as well as the order to investigate same.
  - (6) Certificate of appearance of all field personnel under his jurisdiction coming to central office on official business except those under regional Administrative and Accounting Divisions called by the ASSISTANT ADMINISTRATOR for Finance and Administration.
  - (7) Communication to field officials (except those in special projects) concerning controversial matters and major changes in plans, programs, designs and the like.
  - (8) Order to withdraw supplies and materials procured for projects under his jurisdiction and deposited in NIA compounds.
  - (9) Certificate of emergency purchase of goods and services used in the field services and departments under his jurisdiction for amounts not exceeding ₱500,000.00 per purchase.
  - (10) Invitation to bid; notice of bidding and of award to suppliers/consultants/contractors for projects under his office including pertinent communications such as invoice, certification of performance and work accomplishment, notice to consultant/contractor/supplier to proceed with activities in the projects under his jurisdiction, based on approved award.
  - (11) Communications regarding acquisition of goods and services thru international bidding.
  - (12) Order for change of station of field personnel and turn-over of duties and responsibilities for personnel below Regional Irrigation Director.
  - (13) Office order creating technical committee or sub-committee on bids and awards for materials, goods and services for use by field offices or departments under his jurisdiction.
  - (14) Certificate of ownership of irrigation pumps acquired thru the NIA.
  - (15) Transmittal to the Board of Directors of duly approved report of investigation.
  - (16) Authority to field officials to hire emergency laborers

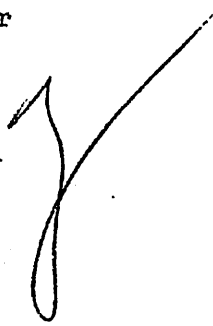

(B) A P P R O V E S

- (1) Travel order of field personnel to central office for engineering, operation and equipment matters and of all personnel in the departments under his office. /
  - (2) Itinerary of travel of field personnel coming to central office upon his order and of heads of departments under his jurisdiction for amounts not exceeding P3,000.00.
  - (3) Traveling expense voucher of personnel under his jurisdiction not exceeding P3,000.00 if itinerary of travel has been modified resulting in an increase in amount.
  - (4) Contract, RIV (requisition and issue voucher), purchase order and job order for construction materials, services and engineering equipment not exceeding P500,000.00, subject to submission of monthly report on major decisions made. /
  - (5) General voucher not exceeding P150,000.00 per voucher in payment for goods and services used in the field services and departments under his jurisdiction.
  - (6) Withdrawal for central office payrolls not exceeding P300,000.00. /
  - (7) Request for overtime services of field personnel and of personnel under his jurisdiction.
  - (8) Application for leave of absence not exceeding 60 days filed by heads of region or of departments under his jurisdiction. /
  - (9) Layout; design of canal system; design of diversion works and other major structures in all national projects.
  - (10) Resignation of personnel in his office and in departments under his jurisdiction below division chief level.
  - (11) Program of work not exceeding P500,000.00 submitted by field offices or departments under his office.
  - (12) Request for inclusion or exclusion from the irrigable area of national projects or systems.
  - (13) Right-of-way agreement if unit cost is in accordance with PD 552 or NIA MC #56, Series of 1973.
  - (14) Request for use of helicopter; request by outside agencies for use of NIA vehicles.
  - (15) Recommendation to condemn heavy construction equipment.
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LIST OF AUTHORITIES DELEGATED TO  
NIA OFFICIALS

ASSISTANT ADMINISTRATOR FOR FINANCE AND ADMINISTRATION


- (A) For the Administrator, SIGNS - Internal/external communications on important, non-routine matters which are not confidential or policy determining such as:
- (1) As recommending official, personnel action slip (PAS) for appointment of personnel in the following offices: Security Intelligence Service, Training Division, Building and Facilities Division, Administrative Department, Finance Department and Treasury Department, and for personnel directly under his office, including Programming Staff.
  - (2) Appointment on the monthly basis to regular or plantilla positions up to Grade XII in the service, independent divisions and departments under his office.
  - (3) Order for suspension/restoration of allowance of central office or field officials under his jurisdiction.
  - (4) Personnel locator slips of heads of service, independent divisions and departments and personnel directly under his office.
  - (5) Formal charges against erring personnel below section chief level in service, independent divisions and departments and personnel directly under his office as well as the order to investigate the same.
  - (6) Certificate of appearance of field personnel coming to central office on official business upon his order.
  - (7) Communication to field officials under his jurisdiction concerning controversial matters and major changes in previously approved plans, programs, etc.
  - (8) Authority for movement, including entry into and withdrawal from all NIA compounds under central office of supplies and materials other than for construction or rehabilitation.
  - (9) Certificate of emergency purchase of goods and services needed in the operation and administration of the NIA central office for amounts not exceeding P500,000.00.
  - (10) Communication to proper agencies as GSIS and Department of Labor re-benefits and claims of personnel of the NIA proper under various laws on employment.
  - (11) Designation of NIA personnel as petty cash officers without additional compensation as well as special disbursing and collecting officers.  
*and absolute sale*
  - (12) Acceptance of deeds of donation of property for right-of-way executed in favor of the NIA.
  - (13) Plantilla of personnel based on approved budget and staffing pattern.
  - (14) Application for commercial letter of credit for NIA projects excluding special projects.

- (15) Communication to proper agencies re-use of savings, release of imported equipment and supplies for NIA proper, tax exemption, finance and accounts matters, deputation of cashier, etc.
  - (16) Checks and treasury warrants not exceeding P100,000.00 per check or warrant.
  - (17) Communication regarding training of NIA personnel either in or outside the agency.
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(B) A P P R O V E S


- (1) Travel order of field personnel coming to central office for official business on finance, treasury or administrative matters and of all personnel in the service, independent divisions and departments under his office.
- (2) Itinerary of travel of field personnel coming to central office upon his orders and of heads of independent divisions, service and departments under his office, for amounts not exceeding P3,000.00.
- (3) Traveling expense voucher of personnel in organizational units under his jurisdiction not exceeding P3,000.00, if itinerary of travel has been modified resulting in an increase in amount.
- (4) Contract, RIV (requisition and issue voucher), purchase order and job order for goods and services such as office supplies and equipment needed in the operation and administration of the NIA, other than for construction materials and equipment, not exceeding P500,000.00, subject to submission of monthly report on major decisions made.
- (5) General voucher not exceeding P150,000.00 per voucher in payment for goods and services used in the NIA other than for construction materials and equipment, including payment of workmen's compensation claims, retirement and other similar claims.
- (6) Withdrawal for central office payrolls not exceeding P300,000.
- (7) Request for overtime services of personnel under his jurisdiction.
- (8) Application for leave of absence not exceeding 60 days filed by heads of service, independent divisions and departments under his jurisdiction.
- (9) Resignation of personnel in his office and organizational units under his jurisdiction below division chief level.
- (10) Final clearance of relief from money and property accountability filed by all NIA personnel in the field and central office including special projects, after proper audit has been made.
- (11) Request for cash payment of supplies, *and materials* procured under emergency basis for central office, NIA for amounts not exceeding P5,000.
- (12) Proposal for attendance of NIA personnel at seminars/workshops/training sessions, conventions and other gatherings for professional growth.
- (13) Application for optional retirement, terminal leave and compulsory retirement filed by all employees of the NIA.
- (14) Disposition of NIA properties. Approves Report of Waste Materials Form.

(C) O T H E R S

- (1) Directly supervises the activities of the Security and Intelligence Service.
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(2) Assumes the authorities and responsibilities delegated to the ASSISTANT ADMINISTRATOR for Engineering and Operation in the latter's absence, except as or unless otherwise directed by the ADMINISTRATOR.

(3) Represents the ADMINISTRATOR in negotiations with outside agencies for allocation of funds for irrigation development.



LIST OF AUTHORITIES DELEGATED TO NIA OFFICIALS  
ASSISTANT ADMINISTRATOR FOR SPECIAL PROJECTS

- (A) For the Administrator, SIGNS internal/external communications on important, non-routine matters pertaining to the prosecution of special projects, such as:
- (1) As recommending official, Personnel Action Slip (PAS) for appointment to plantilla positions in the special project and in the Office of the Special Projects.
  - (2) Appointment on the monthly basis to regular or plantilla positions up to Grade XII in the special projects and Office of Special Projects.
  - (3) Order for suspension or restoration of allowance of central office or field officials under his jurisdiction.
  - (4) Personnel locator slip of department heads and personnel directly under his office.
  - (5) Formal charges against erring personnel below section chief level in special projects and departments and personnel directly under his office as well as the order to investigate the same.
  - (6) Certificate of appearance of all personnel under his jurisdiction coming to central office on official business upon his order.
  - (7) Communication to field officials of special projects concerning controversial matters and major changes in plans, programs, designs and the like.
  - (8) Order to withdraw supplies and materials procured for special projects and deposited in NIA compounds.
  - (9) Certificate of emergency purchase for goods and services used in the special projects for amounts not exceeding ₱500,000.00 per purchase.
  - (10) Invitation to bid; notice of bidding and of award to suppliers/consultants/contractors for special projects of the NIA including pertinent communications such as notice to consultant/contractor/supplier to proceed with activities in special projects based on approved award. This authority excludes transactions connected with international bidding and suppliers.
  - (11) Order for change of station of field personnel and turn-over of duties and responsibilities for employees below project manager.
  - (12) Acceptance of deeds of donation, *and absolute sale* of property for right-of-way in special projects executed in favor of the NIA.
  - (13) Plantilla of personnel based on approved budget and staffing pattern.
  - (14) Application for commercial letter of credit for special projects.
  - (15) Communication to proper agencies requesting release of imported equipment and supplies for special projects, tax exemption, etc.
  - (16) *and treasury warrants* Checks, not exceeding ₱100,000.00 per check. and treasury warrant.
  - (17) Authority to field officials to hire emergency laborers.
  - (18) Communication to proper agencies such as GSIS & Department of Labor re benefits and claims of personnel under special projects.



(B) A P P R O V E S

- (1) Travel order of field personnel coming to central office and of all personnel under the Office of Special Projects.
  - (2) Itinerary of travel of heads of special projects and departments under his office, for amounts not exceeding P3,000.00.
  - (3) Traveling expense voucher of personnel under his jurisdiction not exceeding P3,000.00 if itinerary of travel has been modified resulting in increase in amount.
  - (4) Contract, RIV (requisition and issue voucher), purchase order and job order for goods and services in special projects not exceeding P500,000.00, subject to submission of monthly report on major decisions made.
  - (5) General voucher not exceeding P150,000.00 per voucher in payment for goods and services used in the field services and departments under his jurisdiction.
  - (6) Withdrawal for central office payrolls not exceeding P300,000.00.
  - (7) Request for overtime services of field personnel and those of personnel under the Office of Special Projects.
  - (8) Application for leave of absence not exceeding 60 days filed by heads of special projects or of departments under his jurisdiction.
  - (9) Resignation of personnel in special projects and departments under his jurisdiction below division chief level.
  - (10) Request for cash payment of supplies procured under emergency basis for use of special projects or office of special projects for amounts not exceeding P5,000.00.
  - (11) Program of work in special projects not exceeding P500,000.
  - (12) Request for inclusion or exclusion from the irrigable area of special projects.
  - (13) Right-of-way agreement if unit cost is in accordance with PD 552 or NIA MC #56, Series of 1973.
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