

Republika ng Pilipinas
PAMRANSANG PANGASIHAN NG PATUEIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 17 S. 1976

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, STAFFS, SERVICES AND
INDEPENDENT DIVISIONS; REGIONAL IRRIGATION
DIRECTORS; PROJECT MANAGERS; PROVINCIAL IRRI-
GATION ENGINEERS; IRRIGATION SUPERINTENDENTS;
PROJECT ENGINEERS and OFFICERS-IN-CHARGE OF
IRRIGATION OFFICES and other concerned
National Irrigation Administration

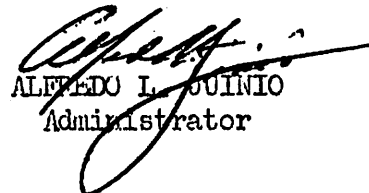
SUBJECT : Furnishing the Management Staff, Central Office
of NIA a legible copy of all periodic reports
including independent reports on plans and
programs prepared by your office/staff/service/
unit.

In the reorganization plan of 1975, Management Staff was given the additional function of compiling, maintaining and disseminating statistical information and data as well as their interpretation for use by top management in decision-making.

To achieve this objective, you are hereby directed to furnish the Management Staff, Central Office of this agency one legible copy of all periodic reports including independent reports on plans and programs prepared by your office/staff/service/unit. Attached is a list of the periodic reports required for submission.

This memorandum shall take effect immediately.

Strict compliance is enjoined.


ALFREDO L. GUINIO
Administrator

Sept 10 1976
Encl.: a/s

/apl

PERIODIC REPORTS REQUIRING ONE LEGIBLE COPY TO BE FURNISHED THE
MANAGEMENT STAFF OF NIA

<u>Source/s</u>	<u>Nature/Title of Report</u>	<u>Frequency</u>	<u>Submitted to</u>
Programming Staff	1. Financial Inventory Form 1, 2, 3 and 4	Quarterly or as required	NEDA, DPWTC, Asst. Adm. for Finance and Administration
-do-	2. Scheduled Physical Target	-do-	-do-
-do-	3. Fund Allocation and Target	-do-	-do-
-do-	4. Financial and Physical Program	Bi-Annual	-do-
-do-	5. Five year Irrigation Development Program	-do-	-do-
-do-	6. Inventory of Existing Systems and Proposed Projects	Annual	PDD, CMD, Asst. Administrators and other government agencies
-do-	7. Status of Fund Releases and Physical Accomplishment	Monthly	Asst. Administrator for Finance and Administration, CMD
Project Development Department	1. Long Range Physical and Financial Plans, Programs and Proposals for Irrigation Development	Annual	Administrator, Programming Staff, etc.
	2. Annual consolidated physical and financial programs on reconnaissance investigation and feasibility investigation of irrigation projects	-do-	-do-
-do-	3. Consolidated physical and financial accomplishment/status report of reconnaissance investigation of irrigation projects	Monthly	Administrator, etc.

Project Development
Department

4. Consolidated physical and financial accomplishment/status report of feasibility investigation of irrigation projects

Monthly

Administrator, etc.

-do-

5. Completed feasibility and/or capsule report

Upon completion

-do-

Construction Management
Department

1. PMS-NEDA Form 03, 04, 05, 06 & 07

Quarterly

NEDA, etc.

-do-

2. Individual project program of work prepared/revised by the Department

Upon completion

Administrator, etc.

-do-

3. Consolidated annual physical and financial program on construction of national (locally funded) irrigation projects

Annual

-do-

-do-

4. Consolidated annual physical and financial program on construction of communal irrigation projects

-do-

-do-

-do-

5. Consolidated report on acquisition and disposition of construction materials

Quarterly

-do-

-do-

6. Consolidated annual physical and financial program on construction/installation of pump irrigation project

Annual

Administrator, Programming Staff, etc.

Construction Management Department

7. Consolidated physical and financial accomplishment/status report of national (locally funded) irrigation projects

Monthly

Administrator, Programming Staff, etc.

-do-

8. Consolidated physical and financial accomplishment/status report of communal irrigation projects

-do-

-do-

-do-

9. Consolidated physical and financial accomplishment/status report of pump irrigation projects

-do-

-do-

Operation Department

1. Individual project program of work prepared/revised by the Department

Upon completion

Administrator, etc.

-do-

2. Long range physical and financial plans, programs and proposals to increase irrigated areas, cropping intensity and average yield per hectare in existing irrigation systems

Annual

-do-

-do-

3. Consolidated annual physical and financial program on restoration of typhoon and flood damaged irrigation systems

-do-

-do-

-do-

4. Consolidated annual physical and financial program on operation and maintenance of irrigation systems

-do-

-do-

-do-

5. Consolidated annual physical and financial program/proposals on research and development

-do-

-do-

Operation Department	6. Consolidated physical and financial accomplishment/status report on restoration of typhoon and flood damaged irrigation systems	Monthly	Administrator, etc.
-do-	7. Consolidated physical and financial accomplishment/status report on operation and maintenance of national irrigation systems	-do-	-do-
-do-	8. Consolidated physical and financial accomplishment/status report on research and development	-do-	-do-
-do-	9. Consolidated progress report on formation of irrigators association	Quarterly	-do-
-do-	10. Harvest report	Annual	-do-
-do-	11. Consolidated physical and financial accomplishment/status on operation and maintenance of communal and pump irrigation systems	Monthly	-do-
Equipment Management Department	1. Long range physical and financial plans, programs and proposals for acquisition, utilization, movement, maintenance and repair of construction equipment, mechanical plant and devices	Annual	-do-
-do-	2. Consolidated annual physical and financial program for acquisition of construction equipment and devices	-do-	-do-

Equipment Management
Department

- | | | | |
|------|---------------------------------------------------------------------------------------------------------------------------|---------|---------------------|
| | 3. Consolidated annual physical and financial program for acquisition of irrigation pump and accessories | Annual | Administrator, etc. |
| -do- | 4. Consolidated annual physical and financial program for operation and maintenance of construction equipment and devices | -do- | -do- |
| -do- | 5. Consolidated physical and financial accomplishment/status report on acquisition of construction equipment and devices | Monthly | -do- |
| -do- | 6. Consolidated physical and financial accomplishment/status report on acquisition of irrigation pumps and accessories | -do- | -do- |

Finance Department

- | | | |
|------------------------------------------------------|---------------|--------------------------------|
| 1. Consolidated regular annual budget | Annual | Administrator, etc. |
| 2. Consolidated supplemental/special budget | Upon approval | Administrator, MIA Board, etc. |
| 3. Operating expenses by responsibility centers | Quarterly | Administrator, etc. |
| 4. Amount released per approved budget | Monthly | -do- |
| 5. Consolidated rental billing and collection report | Quarterly | -do- |
| 6. Consolidated collection efficiency report | -do- | -do- |

Finance Department	7. Consolidated report of collection of pump amortization	Quarterly	Administrator, etc.
	8. Cash flow statement	-do-	-do-
	9. Summary of long term debts	-do-	-do-
	10. Report of obligational authority by project and by fund	-do-	-do-
	11. Status of cash availability by fund	Monthly	-do-
	12. Consolidated balance sheet	Semestral	-do-
	13. Statement of income and expenses	-do-	-do-
Treasury Department	1. Monthly report of treasury warrants issued and cancelled	Monthly	Bureau of Treasury, etc.
	2. Monthly report of accountable forms	-do-	Accounting, Auditing and Bureau of Treasury
	3. Report of disbursement	Bi-monthly	Accounting and Auditing
	4. Report of collection	Monthly	-do-
Administrative Department	1. Personnel Report on leaves, etc.	Semestral	Administrator, etc.
	2. Report on personnel separated from service	-do-	-do-
	3. Report on personnel recruited	-do-	-do-
	4. Personnel strength	-do-	-do-
	5. Retirement gratuity and fund requirement	-do-	-do-

Training Division

1. Record of study grant and observation tours

Monthly

Administrator, etc.

2. Report of training (local)

-do-

-do-

3. In service training completion report

Upon completion

-do-

Public Information Staff

1. Annual physical and financial program on information and public relation

Annual

-do-

2. Consolidated physical and financial accomplishment/status on information and public relation program

Monthly

-do-

3. All other reports prepared by PIS

Upon completion

-do-

Regional Irrigation Offices and/or Offices under the Regional Office including all office of irrigation superintendent, project engineers and provincial engineers

1. Physical and financial status of investigation and survey

Monthly

Project Development Department

2. Status of construction of national projects

-do-

Construction Management Department

3. Accomplishment and financial status of communal projects

-do-

-do-

4. Consolidated individual progress report of communal projects

-do-

-do-

-do-

5. Status of construction materials supplied by central office and locally purchased

-do-

-do-

-do-

6. Status of pump allocation

-do-

-do-

Regional Irrigation Offices and/or Office under the Regional Office including all office of irrigation super- intendent, project engineers and provin- cial engineers	7. Accomplishment-pump irrigation .. program	Monthly	Construction Management Department
-do-	8. Inventory of pumps and acces- series	Quarterly	-do-
-do-	9. Equipment rental, billing and collection	Monthly	Accounting Division
-do-	10. Collection efficiency	-do-	-do-
-do-	11. Status of accounts receivable for irrigation pumps	-do-	-do-
-do-	12. Report of personnel	Semi-annual	Personnel Division
-do-	13. List of temporary appointment (positions) per MC # 14, Series of 1975	-do-	-do-
-do-	14. Operation and maintenance of irrigation	Monthly	System Management
-do-	15. Rehabilitation of systems: (a) National (b) Communal	-do-	-do-
-do-	16. Extension of national systems	-do-	-do-
-do-	17. Annual inventory of existing systems and proposed irrigation projects	Annual	Programming Staff
-do-	18. Report on operation and main- tenance pump irrigation systems	Monthly	System Management
-do-	19. Report on operation and main- tenance of communal irrigation systems	-do-	-do-

Office of the Special
Projects and/or Field
Offices under the Offices
of the Special Projects

1. Consolidated annual physical
and financial plans and prog-
rams on agricultural goals
and objectives for implemen-
tation of the agricultural
phase of special projects

Annual

Administrator, etc.

-do-

2. Consolidated annual physical
and financial plans and prog-
rams on construction of
special projects

-do-

-do-

-do-

3. Consolidated annual physical
and financial plans and prog-
rams on acquisition, utiliza-
tion and operation and main-
tenance of construction equipment

-do-

-do-

-do-

4. Consolidated annual physical
and financial plans and prog-
rams on operation and main-
tenance of completed special
projects and other irrigation
systems under the special
projects

-do-

-do-

-do-

5. Consolidated physical and
financial accomplishment in
the implementation of agri-
cultural program

Monthly

-do-

-do-

6. Consolidated physical and
financial accomplishment/
status on construction of
special projects

-do-

-do-

-do-

7. Consolidated physical and
financial accomplishment/
status on acquisition, utili-
zation and operation and

Office of the Special
Projects and/or Field
Offices under the Offices
of the Special Projects

maintenance of construction
equipment

Monthly

Administrator, etc.

8. Consolidated physical and financial accomplishment/monthly status on operation and maintenance of completed special projects and other irrigation systems under the special projects

-do-

-do-

-do-

9. Individual project progress report

Quarterly

Administrator, lending
institution, etc.