



Republ

PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)

Epifanio de los Santos Avenue
Diliman, Quezon City

MC # 57, s, 1976

MEMORANDUM CIRCULAR

TO : REGIONAL IRRIGATION DIRECTORS, PROVINCIAL IRRIGATION ENGINEERS, PROJECT ENGINEERS, IRRIGATION SUPERINTENDENTS AND OFFICERS IN CHARGE OF SYSTEMS, HEADS OF NIA SPECIAL PROJECTS, REGIONAL ACCOUNTANTS AND AUDITORS, COLLECTING OFFICERS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Guidelines re: Investigation of Water Permit Applications, Collection and Remittance Procedures of Water Permit Application Fees, Cash Advances by NWRG for Investigation Expenses and Claims for Transportation and Representation Allowances for Processing and Investigating Water Permit Applications for and in Behalf of the National Water Resources Council (NWRG).

Regarding the conduct of processing and investigating water permit applications for and in behalf of the NWRG which have been referred to deputized NIA Provincial Irrigation Engineers, the following are the guidelines on the investigation of water permit applications, collection and remittance of water permit application fees, cash advances by NWRG for investigation expenses and for claims for transportation and representation allowances in favor of the Provincial Irrigation Engineer concerned;

G U I D E L I N E S

The Provincial Irrigation Engineer concerned shall:

1. Accomplish fully the Water Permit Investigation Report form (See Annex A) of the National Water Resources Council, secure clearance from the B.F.W. District Engineer (See attached copy of Memorandum Circular No. 10, dated August 11, 1976 of the NWRG) and send the same directly to the said Office, U.P., Diliman, Quezon City thru the Regional Irrigation Director, copy furnished the Construction Management Director, this Office;
2. Request the farmer concerned to purchase postal money order in the amount of P50.00 as water permit application fee payable to the National Water Resources Council, Diliman, Quezon City;
3. Investigate all Notices of Water Permit Application (See Annex B) sent to field offices by NIA's Construction Management Director for investigation, comment and recommendation and indorse back to the NIA Central Office with proper recommendation for evaluation and final recommendation to the National Water Resources Council;
4. Remit to the NWRG the postal money order received from the farmer together with a copy of the investigation papers; and
5. Submit to the NWRG thru the Regional Irrigation Director the monthly Progress Report (Water Permit Applications/Controversies) which would serve as the basis of the respective claims for transportation and representation

allowances of the PIE concerned (See attached copy of Memorandum Circular No. 8, dated May 4, 1976 of the NWRG).

The National Water Resources Council shall:

1. Acknowledge receipt of the postal money order by issuing an official receipt in favor of the farmer concerned and forward the same to the Provincial Irrigation Office thru the Provincial Irrigation Engineer;
2. Remit as cash advance to the NIA Regional Irrigation Office concerned in the name of the NIA the estimated investigation expenses of the Provincial Irrigation Offices concerned; and
3. Remit as cash advance to the NIA Regional Irrigation Office concerned, whatever transportation and representation allowance due the Provincial Irrigation Engineer which shall not exceed P300.00 a month in accordance with MC # 8, NWRG subject to the presentation of receipts evidencing such expenses or certificate that he has actually incurred said expenses.

The Regional Accountant of the Regional Irrigation Office concerned shall:

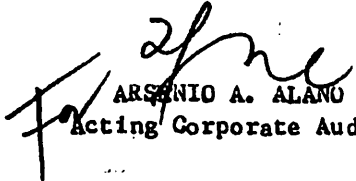
1. Maintain a Subsidiary Ledger account for trust liabilities for cash advances received from the NWRG for investigation expenses as reflected in the Report of Collection of the Collecting Officer concerned, debiting account 70-400 and crediting account 88 (NWRG) under Fund 101; and liquidate actual investigation expenses by the PIE concerned as per Report of Disbursements submitted by the deputized Disbursing Officer of the Provincial Irrigation Office concerned;
2. Maintain a Subsidiary Ledger account for trust liabilities pertaining to transportation and representation allowances due the Provincial Irrigation Engineer concerned and record the same under General Fund 101-88(NWRG); and liquidate the same as per Reports of Disbursements submitted by the deputized Disbursing Officer of the Provincial Irrigation Office concerned;
3. Prepare a Disbursement Authority in favor of the Provincial Irrigation Office concerned to be signed by the Regional Irrigation Director and/or his authorized representative, against which the investigation expenses of the Provincial Irrigation Engineer will be charged by debiting to account 88(NWRG) and crediting account 70-500/70-790 under General Fund 101;
4. Prepare a Disbursement Authority, to be signed by the Regional Irrigation Director and/or his authorized representative, in favor of the Provincial Irrigation Office concerned, against which the transportation and representation allowances due the Provincial Irrigation Engineer will be charged by debiting to account 101-88(NWRG) and crediting account 101-70-500/70-790.

5. Submit to the Acting Executive Director, NWRG, Diliman, Quezon City a monthly Statement of Disbursements and Status of Cash Advance Account in connection with investigation expenses incurred by the PIE concerned; and a monthly statement for Status of Cash Advance Account in connection with transportation and representation allowances of the PIE (See Annex G for the format of the statement to be used by crossing out the unrelated purpose either for investigation expenses or for transportation and representation allowances); and
6. See to it that official receipts have been issued by the regional collecting officer to the NWRG for all remittances received from the said office.

Compliance by all concerned with the above-stated guidelines is hereby enjoined.


ALFREDO L. QUINIO
Administrator

CONCURRED;


ARSENIO A. ALANO
Acting Corporate Auditor

FNC/jb1/cs

1976

Republic of the Philippines NATIONAL WATER RESOURCES COUNCIL U.P.P.O. Box 37, Dilliman, Quezon City		WATER PERMIT INVESTIGATION REPORT		Application No.						
		The Office of the:								
1. Name & Address of Applicant	2. Source and location of diversion	3. Purpose	4. Amount of water applied for: L/S							
5. Checklist on General Information and Description: <table border="0"> <tr> <td>a. <input type="checkbox"/> Ownership/right to land established</td> <td>d. <input type="checkbox"/> Location plan of water source and point of diversion using a scale of 1:50,000</td> </tr> <tr> <td>b. <input type="checkbox"/> Citizenship as a Filipino established (for old water rights applications)</td> <td>e. <input type="checkbox"/> Location plan of area to be developed indicating the layout of proposed water</td> </tr> <tr> <td>c. <input type="checkbox"/> Brief description of proposed project/development</td> <td></td> </tr> </table>					a. <input type="checkbox"/> Ownership/right to land established	d. <input type="checkbox"/> Location plan of water source and point of diversion using a scale of 1:50,000	b. <input type="checkbox"/> Citizenship as a Filipino established (for old water rights applications)	e. <input type="checkbox"/> Location plan of area to be developed indicating the layout of proposed water	c. <input type="checkbox"/> Brief description of proposed project/development	
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c. <input type="checkbox"/> Brief description of proposed project/development										
6. Water Discharge										
a. Discharge during investigation, if undertaken		b. Mean of monthly discharges of low-flow months L/S	c. Months of low-flow:							
d. Extreme 24 hours discharge L/S Maximum: Minimum:		e. Amount of water recommended for approval	f. Period of use of water							
7. Conditions to be imposed:										
8. Names of person holding or claiming rights to the use of water including the amount and nature of use downstream and upstream of proposed point of diversion:										
9. Possible adverse effect to public and/or private interest:										
10. Other comments and recommendations:										
Prepared by:		Submitted by:								
Date:										



STANDARD GUIDE FORM

Purpose - The purposes for which a water permit application is filed are agricultural, industrial, hydro-power, domestic, or combination thereof.

Ownership/Right to the land - Ownership/possession of the land is established by the submission of either a copy of the Original Certificate of Title, Transfer Certificate of Title, Deed of Sale, Tax Declaration, Contract of Lease, if applicant is a lessee, or Certification that applicant is tenant-tiller.

Citizenship - If application is under the old form, the citizenship of an applicant may be established by the submission of either the Birth Certificate or an Affidavit that applicant is a Filipino citizen.

Water Discharge

a. Discharge during the time of investigation in liters per second -

If it is necessary to go to the site of the proposed diversion in order to gather some more facts, one should take advantage of such opportunity to determine the discharge. In the absence of a current meter to determine the discharge, the float method may be utilized.

If data on the discharges of the stream are available in the District or Regional Office, avail of the same, provided it is tied up with particular dates.

b. Mean of monthly discharges of low-flow months in liters per second -

This represents the mean of the monthly discharges of the low-flow months. A continuous record of streamflow is needed in this case. In the absence of available data, estimation may be resorted to, subject to review by the hydrographic engineer in the region.

c. Months of low-flow -

These are the months during the year wherein the flow of the stream is considered low-flows (say from January to April/May/June).

d. Extreme 24-hours discharge L/S

To fill this up, use of stream flow records is necessary. Absence of such record, estimation may be resorted to for the time being, subject to review by the Hydrographic Engineer in the region.

e. Amount of water recommended for approval

This is the amount of water that can be granted the applicant after the evaluation of all data.

f. Period of Use of Water -

The period may be either "all throughout the year or for a certain period only, (say from June to October, August to December).

Conditions to be imposed other than the usual conditions enumerated under the Interim Rules -

a. **Agricultural** - That the permit may be cancelled as soon as NIA will be able to serve the land of the permittee irrigation waters.

b. **Industrial** - That the water to be reverted to the stream shall not have a temperature of more than 38° centigrade and must not contain substance that emits bad odor or detrimental to human, animal, plant or aquatic life.

c. **Power** - That water to be used for power shall be returned to the stream undiminished immediately below the power house and not to have a temperature higher than 38° centigrade, unless, it be conveyed in a closed or covered conduit to protect men and animals; nor shall it contain substance emitting bad odor, bad taste detrimental to the health of men, animals, plants, and other aquatic life.

Other Comments and Recommendations -

This refers to items not covered by the other items above enumerated.



REPUBLIC OF THE PHILIPPINES
NATIONAL WATER RESOURCES COUNCIL
U.P. P.O. BOX 37 DILIMAN, QUEZON CITY 3004

11 August 1976

MEMORANDUM CIRCULAR NO. 10

To : All Deputies of the Council

Subject : Delegation to the BPW Regional Directors the authority to grant temporary water permits; simplified procedure in the processing of water permit applications; and funding assistance for the field investigation of water permit applications.

The National Water Resources Council in its 52nd regular meeting on 26 July 1976, concerned over the increase of water permit applications and the attendant delays in the processing thereof, unanimously adopted Resolution Nos. 522, 523, and 524.

Reproduced hereunder are the Resolutions adverted to for the information and guidance of all concerned:

Resolution No. 522

RESOLVED, as it is hereby resolved, to delegate to the BPW Regional Directors the authority to grant temporary water permits, for a period not to exceed six (6) months, to applications involving 200 liters per second or less with such permits subject, however, to final approval by the Council.

Resolution No. 523

RESOLVED, as it is hereby resolved, that in order to expedite the processing of water permit applications, the following shall, henceforth, be adopted:

- a) The Provincial Irrigation Engineer in investigating a water permit application shall, as part of the investigation process, secure clearance from the BPW District Engineer, to determine whether the application will affect domestic water supply use and other purposes, which clearance together with his report of investigation and recommendation shall be submitted for appropriate action to the BPW Regional Director if the application involves 200 liters per second, or less, and direct to the NWRC when more.
- b) On the other hand, if the BPW District Engineer undertakes the investigation, he shall likewise secure clearance from the Provincial Irrigation Engineer to determine whether the application will adversely affect proposed/existing national irrigation projects/systems, which clearance together with his report of investigation and recommendation shall undergo the same procedure as above-indicated.

M/C 10

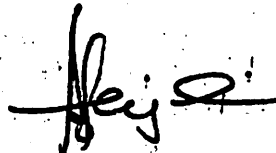
(2)

Resolution No. 524

RESOLVED, as it is hereby resolved, to have the NWRC advance the fund requirements, based on actual field estimates, to its deputies for the investigation of water permit applications.

In connection with Resolution No. 524, it is directed that the deputies draw up annual programs of their fund requirements and submit same to the National Water Resources Council to serve as basis for fund sub-allocations to them.

All concerned shall be guided accordingly and compliance herewith is enjoined.



ANGEL A. ALEJANDRINO
Executive Director

**NOTICE OF WATER PERMIT
APPLICATION.**

NO.

Date:

By:

This is to certify that an application for WATER PERMIT with pertinent information included herewith, has been filed with this Office.

Any person who maybe adversely affected by the proposed appropriation may file with this Office a written and subscribed protest stating the reasons for his objection.

1. Name of Applicant	2. Mailing Address
6. Name of Water Source	7. Method of Diversion
8. Location of Diversion Point	9. Water Needed in Liters/Second
10. Period of Water Use	11. Purpose



REPUBLIC OF THE PHILIPPINES
NATIONAL WATER RESOURCES COUNCIL
U.P. P.O. BOX 37 DILIMAN, QUEZON CITY 3004

4 May 1976

MEMORANDUM CIRCULAR NO. 8

To : All Deputies of the Council
Subject : Transportation and/or Representation Allowances

The National Water Resources Council in its 45th Meeting approved the granting of transportation and/or representation allowances to the Deputies of the Council for processing and investigating water permits and water use controversies in accordance with the following schedule effective for the month of April 1976:

- a. BPW Regional Directors - Five (5) Pesos for each application and/or controversy processed and investigated but not to exceed ₱ 300 a month; and
- b. NPC Regional Managers, BPW District Engineers and NIA Provincial Irrigation Engineers - Fifteen (15) Pesos for each application and/or controversy processed and investigated but not to exceed ₱ 300 a month.

In this connection, all Deputies of the Council are requested to submit monthly progress reports on their accomplishment with regards to water permit applications and/or controversies together with their respective claims for transportation and/or representation expenses.


ANGEL A. ALEJANDRINO
Acting Executive Director

Republic of the Philippines
NATIONAL WATER RESOURCES COUNCIL
U.P. P. O. Box 37 Diliman, Quezon City 3004

PROGRESS REPORT
Water Permit Applications/Controversies

For the Period:

WPA No. and Name of Applicant and/or
Complainant/Respondent

Date
Received

Date of
Investigation/
Recommendation

Date
Transmitted

Page _____ of _____ pages

Prepared by the Office of the:

Certified Correct:

Head of Office

Date

Section: _____

STATEMENT OF DISBURSEMENTS AND STATUS OF CASH ADVANCE ACCOUNT
COVERING THE PERIOD FROM _____ TO _____
(For Credit to the Cash Advance Issued by National Water Resources Council for
(Name of Issuing Agency)

ANNEX C
Fund Code 10L-88 (NWRC)

Investigation Expenses/Transportation and Representation Allowances
of the Provincial Irrigation Engineer, _____

Program/ Project	Obligation Number	Total Amount	BREAKDOWN OF DISBURSEMENTS					STATUS OF CASH ADVANCE ACCOUNT
			01	02	03	OTHERS		
			Object Code	Amount		Particulars	Amount	
None	None	P	P	P	P			Cash Advance Balance per last
								Statement (Report No.) dated _____ Pxxx
								Add: Cash Advance received during
								the period
								T.W. No. Date Amount
								_____ _____ P xxx
								_____ _____ xxx xxx
								Total P xxx
								Less: Disbursement per this
								Statement
								Cash Advance Balance per
								_____ P xxx
TOTAL		P	P	P	P			

Disbursement voucher Nos. _____ to _____
together with supporting documents have been sub-
mitted to the Office of the Auditor of Region _____

Verified and Checked:

Regional Auditor

Certified Correct:

Regional Irrigation Director

By:

Regional Accountant