

REPUBLIKA NG PILIPINAS  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

Noted:  
ACE - 9/2/14  
HGG -  
AMA -  
LMS -

MC # 26, S. 1977

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION DIRECTORS,  
IRRIGATION SUPERINTENDENTS,  
AND/OR OFFICERS-IN-CHARGE  
OF NATIONAL IRRIGATION SYSTEMS  
National Irrigation Administration

SUBJECT : Superseding Monthly Operation and Maintenance Report  
with Summary Report of the Irrigation Superintendent

FILE  
COPY

Effective for the month of June 1977, Monthly Operation and Maintenance Report for National Irrigation Systems as prescribed by MC # 28, Series of 1975 is hereby superseded by the attached Summary Report of the Irrigation Superintendent.

To reduce the amount of work required in the preparation of the report, the entries in the annexes and even in the summary report may be handwritten using ball pen. No separate letter of transmittal shall also be prepared as the format of the report already include the transmittal. Only two copies of the summary report is also desired to be submitted to the Central Office. The original with no annexes shall be submitted direct to the Assistant Administrator for Engineering and Operations, while the duplicate together with the original of all the annexes shall be submitted to the Operations Director. Additional copies of the report and annexes shall be prepared for the Regional Irrigation Director and for file of the Irrigation Superintendent. The summary report and all annexes shall be signed by the Irrigation Superintendent indicating that he has reviewed and concurred with the entries. Any false statement will be treated and dealt with as falsification of official documents.

Similarly with the Summary Report of the Regional Irrigation Directors, the Summary Report of the Irrigation Superintendent shall be received by the Assistant Administrator for Engineering and Operations and the Operations Director not later than the 10th of the following month. Any late report may be considered as sufficient ground for disciplinary action against the erring Irrigation Superintendent.

Strict compliance is hereby enjoined.

(SGD.) ALFREDO L. JUINIO  
Administrator

June 6, 1977

Encl.: a/s

/nve

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUPAT (National Irrigation Administration)  
Region \_\_\_\_\_  
Irrigation System \_\_\_\_\_

\_\_\_\_\_, 19\_\_\_\_

The Assistant Administrator  
for Engineering and Operations  
National Irrigation Administration  
EDSA, Quezon City

S i r :

The following is my Summary Report for the \_\_\_\_\_  
Irrigation System for the month of \_\_\_\_\_, 19\_\_\_\_.

OPERATIONS: Service Area of the System: \_\_\_\_\_ has. No. of lots \_\_\_\_\_

1. Total area under irrigation during the month: \_\_\_\_\_ has.

Annex A - Layout Map of the System

2. Total volume of water diverted during the month: \_\_\_\_\_ cu. meters

Annex B - Tabulation of Daily Water Diversion

3. Total rainfall observed during the month: \_\_\_\_\_ millimeters  
(average of all rain gages)

Annex C - Tabulation of Daily Rainfall

MAINTENANCE: No. of Ditchtender, Gatekeeper sections \_\_\_\_\_

1. Total number unsatisfactory ditchtender/gatekeeper canal sections  
this month: \_\_\_\_\_

Annex D - Copy of disciplinary action taken against erring ditchtender/  
gatekeeper

2. Total number of inspections made by Superintendent this month: \_\_\_\_\_

Annex E - Summary of Inspection made by Superintendent

COLLECTION: No. of Billing clerks employed monthly and daily: \_\_\_\_\_  
No. of Collectors of Irrigation Fees, monthly and daily: \_\_\_\_\_

1. Total number of bills prepared this month: \_\_\_\_\_

2. Total number of bills prepared as of this month:  
(cumulative for the year) \_\_\_\_\_

Annex F - Copy of Abstract of Summary of Every 50 Bills Rendered

3. Total number of farmers contacted this month: \_\_\_\_\_

4. Total number of farmers who paid this month: \_\_\_\_\_

Annex G - List of Farmers Contacted and Who Paid

5. Total Collection (current and back account) this month: \_\_\_\_\_

6. Total collection as of this month (cumulative for the year): F \_\_\_\_\_

Annex H - Summary of Collection

Very truly yours,

\_\_\_\_\_  
Irrigation Superintendent

Distribution:

1. Original - Asst. Administrator for Eng'g & Operations
2. Duplicate with original Annexes - Operations Director
3. One copy with duplicate Annexes - Regional Irrigation Director
4. " " " " " - System's File

ANNEX A - Layout Map of the System

Scale 1:40,000

with the following information indicated:

A. Permanent Information on the White-Printed Layout

1. Rivers and creeks indicating name and direction of flow
2. Main diversion works and other supplementary or auxiliary dam/  
checkgates and pump sites
3. Canal structures with their stationings
4. Main canals, laterals and major farm ditches
5. Roads along canals, Barrio, Municipal, Provincial and National  
roads within the service area
6. Boundary of the service area
7. Superintendent's Office, Watermaster's Office, Gatekeeper's  
Quarters and Ditchtender's Rest Huts
8. Staff gages and other measuring devices, rain gages
9. North direction or orientation
10. Name of the Irrigation System

B. Monthly Information Superimposed on the White-Printed Layout

1. Area under irrigation during the month shaded by blue  
horizontal lines
2. Area planted as of the month shaded by red vertical lines
3. Unsatisfactory canals indicated by heavy red lines
4. Month and year of the report
5. Signature of Irrigation Superintendent or Officer-in-Charge

# ANNEX B - Tabulation of Daily Water Diversion

\_\_\_\_\_ Irrigation System

Measuring Device No. \* \_\_\_\_\_ Month of \_\_\_\_\_, 19\_\_

Location \_\_\_\_\_  
(canal and stationing)

To be filled daily by every Ditchtender and/or Gatekeeper who are responsible for the recording of measuring devices. Daily entries shall be handwritten using ball pen, in triplicate (one copy for file and the other copy for the RID). The original shall be submitted with the Summary Report.

Date	Discharge in liters per second	Date	Discharge in liters per second	Date	Discharge in liters per second
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	
				31	

## NOTE:

\*Indicate type of measuring device with the following subscript:

G - Direct discharge reading staff gages

PF - Partial flume

W - Weir

Recorded by:

\_\_\_\_\_  
Ditchtender/Gatekeeper

To be filled at the end of the month by the Irrigation Superintendent

Period	Volume in Cubic Meters
1 - 10	= _____
11 - 20	= _____
21 - end	= _____

Concurred by:

\_\_\_\_\_  
Irrigation Superintendent

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# ANNEX C - Calculation of Daily Rainfall

## Irrigation System

Rain Gage No.\* \_\_\_\_\_ Month of \_\_\_\_\_, 19\_\_\_\_

To be filled daily by every Ditchtender, Gatekeeper or Watermaster who are responsible for the recording of rain gages. Daily entries shall be handwritten using ball pen, in triplicate (one copy for file and the other copy for the RID). The original shall be submitted with the Summary Report.

Date	Rainfall in Millimeter	Date	Rainfall in Millimeter	Date	Rainfall in Millimeter
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	
				31	

### NOTE:

\* - Indicate type of rain gage with the following subscript:

P - Standard Pluviometer

AR - Automatic Recording Rain Gage

RECORDED BY:

Ditchtender/Gatekeeper/Watermaster

To be filled at the end of the month by the Irrigation Superintendent

Period	Rainfall in Millimeter**
1- 10	= _____
11-20	= _____
21 - end	= _____

\*\* Discard all rainfall in excess of 5 centimeters in a day when figuring out the rainfall for the decade.

CONCURRED:

Irrigation Superintendent

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ANNEX D - (Sample) Disciplinary Action Taken Against Erring Ditchtender

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Region \_\_\_\_\_  
\_\_\_\_\_ Irrigation System

\_\_\_\_\_, 19\_\_

MEMORANDUM to:

Mr. \_\_\_\_\_  
Ditchtender, Section \_\_\_\_\_, Division \_\_\_\_\_  
\_\_\_\_\_ River Irrigation System

In view of your non-compliance with the requirements of MC No. 70, Series of 1972, effective \_\_\_\_\_, 19\_\_, you are hereby reassigned to Section \_\_\_\_\_ Division \_\_\_\_\_ vice Mr. \_\_\_\_\_ who is also reassigned to another section.

You are reminded to keep regular working hours as evidenced by your entries in your Daily Time Sheet now posted in your new assigned section. You are also warned that further non-compliance with MC No. 70 may eventually lead to your dismissal from the service.

Strict compliance herewith is enjoined.

\_\_\_\_\_  
Irrigation Superintendent

Copy furnished:

1. The Regional Irrigation Director  
Region \_\_\_\_\_  
\_\_\_\_\_
2. The Assistant Administrator for  
Engineering and Operation  
NIA, Quezon City

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**ANNEX F**

Exhibit "E"  
MC #46, Series of 1970

NATIONAL IRRIGATION ADMINISTRATION

ABSTRACT OF SUMMARY OF EVERY 50 BILLS RENDERED  
for the month of \_\_\_\_\_, 19\_\_

System Code: \_\_\_\_\_

Batch No. \_\_\_\_\_

[illegible]

Submitted:

Concurred:

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ANNEX H - Summary of Collection

\_\_\_\_\_ Irrigation System  
for the month of \_\_\_\_\_, 19\_\_\_\_

A. Current Account:

1. Estimated Current Collectible this year P \_\_\_\_\_  
(based on estimated area and crops irrigated this year)

2. Current Collection      P \_\_\_\_\_      P \_\_\_\_\_  
                                         This Month      Total as of this Month

B. Back Account:

1. Back Collection      P \_\_\_\_\_      P \_\_\_\_\_  
                                         This Month      Total as of this Month

C. Total Collection:

1. Amount      P \_\_\_\_\_      P \_\_\_\_\_  
                                         This Month      Total as of this Month

2. Percentage:  $\frac{\text{Total Collection as of this Month}}{\text{Estimated Current Collectible this Year}} = \frac{\text{_____}}{\text{_____}} \%$

Submitted:

\_\_\_\_\_  
C a s h i e r

Concurred:

\_\_\_\_\_  
Irrigation Superintendent