

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(NATIONAL IRRIGATION ADMINISTRATION)  
(TANGGAPAN NG TAGAPANGASIWA)  
Lungsod ng Quezon

MC # 44, s. 1977

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS  
HEADS OF DEPARTMENTS AND STAFFS  
HEADS OF SPECIAL PROJECTS  
REGIONAL IRRIGATION DIRECTORS  
PROVINCIAL AND PROJECT IRRIGATION ENGINEERS  
IRRIGATION SUPERINTENDENTS  
CHIEF ACCOUNTANTS  
CASHIERS  
COLLECTING AND DISBURSING OFFICERS  
BILL COLLECTORS  
AND ALL OTHERS CONCERNED  
This Agency

SUBJECT : DEFINITION OF AUTHORITY OVER FIELD OFFICES  
IN THE BILLING AND COLLECTION OF IRRIGATION  
FEES

In connection with the directive to the Assistant Administrator for Finance and Administration to work out ways and means of improving the collection of irrigation fees, this memorandum is being issued to define the limit and extent of his authority over the field offices, i.e., the Regional Offices, Special Projects, and the Irrigation Systems, to wit:

1. To map out effective collection strategies, develop better billing and collection techniques, supervise the implementation of such strategies and techniques, identify problems and make recommendations;
2. To set collection targets in consultation with the field officials, and evaluate the overall collection efforts;
3. To study annual, quarterly, and monthly reports of collections; analyze collection trends and make appropriate recommendations on the management of receivables; and
4. To make suggestions and recommendations on the organization and management aspects of the collection of irrigation fees. In this regard it may be necessary to either strengthen or alter the present collection organizations in the field offices. Pending, however, such change it is understood that the present collection organization shall continue and collections shall be pursued vigorously.

The purpose of the directive is to coordinate all efforts towards improving the collection of irrigation fees as well as to pinpoint responsibility considering that at present there is no senior official wholly and fully responsible for this function. All officials and employees are, therefore, enjoined to extend full cooperation and support as the improvement of collection of irrigation fees is the concern of everyone in the organization.

For compliance.

(SGD.) ALFREDO L. JUINIO  
Administrator

July 4, 1977