

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
OFFICE OF THE SPECIAL PROJECTS
Quezon City

M.C. # 53 s. 1977

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION DIRECTORS AND PROJECT MANAGERS;
IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF
NATIONAL IRRIGATION SYSTEMS; REGIONAL AUDITORS AND FIELD
EXAMINERS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT: Revised Incentive Bonuses and Cash Awards for Regional
Irrigation Superintendents, Operation
and Maintenance Personnel and Collectors of Irrigation Fees

This revision is to upgrade the incentive
bonuses and cash awards from the series of 1970 and change
the previous MC, incentive bonuses
and cash awards to improve irrigation service and
recognition to deserving operation
and maintenance personnel and collectors of irrigation fees;
This revision has been approved by the Board under
Resolution No. 1970 and in accordance
with Department Order No. 2260, otherwise known as the Civil
Service Rules. The following rules are hereby promul-
gated for the guidance and strict observance of all concerned:

I. Incentive Bonuses for Collectors of Irrigation Fees

A. Definition of Terms Used

Section - The length of canal assigned to a Ditchtender or a
Gatekeeper.

Division - The service area assigned to a Watermaster/Water
Management Technician.

Zone - The service area covered by one or more Watermasters/
Water Management Technicians. In the case of O.S.P.-administered
integrated systems, it is the area covered by a Supervising Water
Management Technologist or equivalent.

Current Accounts - Irrigation bills or charges which have been
paid and/or collected when not yet subject to penalties in accord-
ance with existing rules and regulations of NIA.

Back Accounts - Irrigation bills or charges which have been
subjected to penalties.

Recommended for Exemption - Refers to part or whole of irri-
gation fees/charges (including penalties, if any) that may be
dropped from collectibles which correspond to specific areas
recommended for exemption from the payment of irrigation fees
and previously reported to the Central Office.

Collection Period - For purposes of incentive Bonus, the
period of collection shall be that period set by the Adminis-
trator in conformity with Sections 8 and 9 of the Revised
Rules and Regulations governing the Operation and Maintenance

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B. Collection Units and Teams - Each irrigation system shall be divided into collection zones. In no case, however, shall a division be split in the formation of zones.

The Irrigation Superintendent shall formally organize the collection team in each zone which shall be composed of one Watermaster/Water Management Technician/Technologist as head and Ditchtenders and/or Gatekeepers within the zone as members. Under Board Resolution No. 1249-70, the Irrigation Superintendent shall also include as members of the collection team, BPI/APC personnel recommended by the Director/Commissioner of said offices who are working in the same geographical area under the Team Leader's jurisdiction. He shall have supervision over these deputized employees from BPI/APC only with regard to the collection of irrigation fees.

Pursuant to MC # 22, s. 1977 the collection team shall also include daily employees of the system who were designated by the Regional Irrigation Director/Project Manager as temporary assistant bill collectors.

C. Basis for Determination of Exemption

Basis of exemption shall be causes beyond the control of the farmer, such as typhoons, flood-submergence, water shortage, rat infestation, widespread pest infestation and fire.

Determination of Exemption shall be:

1. Partial - Lot or lots affected will be isolated and harvest therefrom will be determined by sampling. If harvest in the affected area is less than 50% of harvest in the unaffected area, the lot or lots shall be determined also by sampling, the affected lot or lots shall be recommended for exemption.
2. Total - (Whole lot affected) If the total harvest is less than 50% of the average yield in the section where the lot is located, the area of the whole lot will be recommended for exemption.

D. Credit of Collection

1. Collections of a team for service area within its zone shall be credited 100%.
2. Collections of a team for service areas outside its zone, shall be credited 50% to said team and 50% to the other team covering that zone.
3. Collections of irrigation fees/accounts in the office shall be credited 50% to the team covering the zone.

E. Collection Base

1. Computation of Base for Zone - Base for the zone shall be the total current irrigation fees for the areas irrigated within the zone. If some collections for service areas in the zone area not credited to the team as provided, the base shall be adjusted by deducting the amount collected but not credited.

2. Computation of Base for System - Base for the system shall be the total current irrigation fees for the areas irrigated, which in no case should be less than 90% of the corresponding maximum benefited area registered in the system since the agricultural year 1965-66. Approved exemptions at the time of the computation of the bonuses shall be deducted from the base. (If recommendation for exemptions are submitted immediately after harvest, there is a good chance of its being acted upon for consideration in the computation of the base).

3. Computation of Base for Region/Special Project - Base for the Region/Special project shall be the total current irrigation fees for the areas irrigated in the region/special project but in no case should it be less than 90% of the corresponding amount for maximum benefited area registered in the region beginning Agricultural Year 1965-66.

F. Incentive Bonus for Collection Teams

1. Conditions precedent to merit bonus for current and back irrigation fees:

- a. Remittance of collection and submittal of collection reports on time (28th of each month except January). For first non-compliance in the System or Regional/Special Project Office, the bonus shall be reduced by 50%; for second non-compliance, by 75%; and for third non-compliance; no bonus shall be given.
- b. The minimum gross collection for current and back irrigation fees should be at least 50% of the base of the system.

2. Schedule of bonus from collections of current irrigation fees:

For collections above 50% up to 70% of the base - 10% bonus
For collections above 70% up to 85% of the base - 15% bonus
For collections above 85% of the base - - - - - 20% bonus

3. Schedule of bonus from collections of back irrigation fees:

50% of amount collected on penalty as bonus after meeting minimum requirement of gross collection.

G. Division of Bonus

1. The total bonus for the team shall be divided as follows:

5% - to the team leader

80% - to the team leader and members of collection team in direct proportion to the total collection of each.

2% - to duly designated Assistant Superintendent with

8% - to Irrigation Superintendent with 10,000 hectares or less irrigated area. However, in the case of Irrigation Systems with irrigated area of more than 10,000 hectares the percentage bonus shall be:

7% - to Irrigation Superintendent with area of up to 12,000 has.

6% - to Irrigation Superintendent with area of up to 14,000 has.

5% - to Irrigation Superintendent with area in excess of 14,000 has.

The remaining 1%, 2% or 3% respectively should be added to the bonus of the Watermasters/Water Management Technicians, Gatekeepers and Ditchtenders above, provided however, that in OSP-Administered systems this 1%, 2% or 3% shall be given and distributed to the area engineers (with 1% in

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In both cases, the Superintendent shall only be entitled if the total collections is above 55% and for current account 40% and no collection team with a total collection of less than 45%.

A Supervising Watermaster/Water Management Technician who is not a team leader but undertakes field collection, shall be treated as team member for the corresponding collections made by him in the corresponding zone. A Bill Collector engaged in field collection will be considered in the same category as the Supervising Watermaster, except that in the computation of bonus, his total collection is weighed at 50%.

2. Bonus for the Regional Irrigation Director/Project Manager shall be an amount equal to 2% of all bonus earned in the region/special project area provided that the total gross collections for the entire region/special project area is at least 55% of Base for the region with no system having a gross collection less than 45% of Base for the System.

II. Cash Awards with Certificate of Recognition

A. Cash Awards for Regional Irrigation Directors/Project Managers

Monetary awards of ₦1.00 per hectare for incremental benefited area (crop hectare) over the highest registered area in the region beginning Agricultural Year 1965-66 shall be given to the Regional Irrigation Director/Project Manager if the increase is due to water management and provided that the gross collection in the region/special project area is at least 60% of the Base for the Region/Special Project area.

B. Cash Awards for Irrigation Superintendents/Officers-In-Charge of Irrigation Systems:

Monetary Award of ₦3.00 per hectare of incremental benefited area (crop hectare) over the highest registered in the system beginning Agricultural Year 1965-66 shall be given to the Irrigation Superintendents/Officers-In-Charge of Irrigation Systems if the increase is due to water management, and provided that the gross collection for the system is at least 55% of the System Base. Where two or more systems are under a Superintendent, the incremental area will be determined from the total benefited area of the group of systems.

For a new single system under a Superintendent, or a new system to be grouped within an existing system, the incremental benefited area will be considered only after the following conditions are satisfied.

1. Lot survey of the total service area is submitted and approved by the Administrator.
2. Eighty percent (80%) or more of the service area had been benefited and reasons for inability to benefit the rest of the service area had been submitted and approved by the Administrator.

C. Cash Awards with Certificate of Recognition for Watermaster/Water Management Technicians:

1. For the most deserving Watermasters/Water Management Technicians in the System with more than 16 divisions.

₦300.00 cash award - 1st most deserving Watermaster/Water Management Technician

200.00 cash award - 3rd most deserving Watermaster/
Water Management Technician

100.00 cash award - 5th most deserving Watermaster/
Water Management Technician

\$200.00 cash award - 1st most deserving Watermaster/
Water Management Technician

150.00 cash award - 2nd most deserving Watermaster/
Water Management Technician

100.00 cash award - 3rd most deserving Watermaster/
Water Management Technician

3. For the most deserving Watermaster/Water Management Technician in a System with 6 to 9 divisions:

P150.00 cash award - 1st most deserving Watermaster/
Water Management Technician.

100.00 cash award - 2nd most deserving Watermaster/
Water Management Technician

46 For the most deserving Watermaster/Water Management Technician in a system with 3 to 5 divisions:

P100.00 cash award - most deserving Watermaster/
Water Management Technician

5. Who may participate in the above awards:

Any Watermaster/Water Management Technician directly managing a service area of not less than 300 hectares may be considered forwards provided that when a system has less than three divisions, it shall be grouped with one or more systems to form at least three divisions that will comprise one area of competition.

To merit an award, all canals within the division should be satisfactorily maintained for the whole year in accordance with MC #70, s. 1972 (no vegetation within normal water line; no debris or unnecessary obstruction inside canal, etc.) and water management has been practiced also for the whole year as required by MC # 46, s. 1974 (installation of measuring devices and rain gages, control and proper delivery of water based on the water requirement of crops, etc.).

D. Cash Awards with Certificate of Recognition for Most Deserving Ditchtenders/Gatekeepers

1. Systems with 15-30 sections

F100 - 1 - cash award - 1st most deserving GK/DT

75 - 1 - cash award - 2nd most deserving GK/DT

50 - 1 - cash award - 3rd most deserving GK/DT

2. Systems with 31-45 sections

- 2 - \$ 100.00 each cash award - 1st most deserving GK/DT
- 2 - 75.00 each cash award - 2nd most deserving GK/DT
- 2 - 50.00 each cash award - 3rd most deserving GK/DT

3. Systems with 46-75 sections

- 3 - \$ 100.00 each cash award - 1st most deserving GK/DT
- 3 - 75.00 each cash award - 2nd most deserving GK/DT
- 3 - 50.00 each cash award - 3rd most deserving GK/DT

4. Systems over 75 sections

- 4 - \$ 100.00 each cash award - 1st most deserving GK/DT
- 4 - 75.00 each cash award - 2nd most deserving GK/DT
- 4 - 50.00 each cash award - 3rd most deserving GK/DT

5. Who May Participate in the Above Awards?

All Ditchtenders and Gatekeepers with assigned sections of canals to maintain, whether on the daily or monthly basis, can participate in the above competition for deserving Ditchtender or Gatekeeper and provided further that they have been enjoying such designation for at least one year.

Previous recipients of similar awards may participate every year as long as they perform the duties of a Ditchtender or Gatekeeper.

To merit the award, all canals within the section should be satisfactorily maintained for the whole year in accordance with MC # 70, s. 1972. The ditchtenders or gatekeepers should have also used for the whole year daily time sheet, resting hut, let survey map of his section cropping record, white flag and other requirements of MC # 70, s. 1972.

Systems with less than 15 sections shall be pooled together or with a bigger system by the Regional Irrigation Director/Project Managers to form an area of competition of 15-30 sections.

III. Incentive Bonus Committees

For the purpose of the preparation and evaluation of the incentive bonus, there shall be created the following committees:

1. System Office Committee:

Irrigation Superintendent/Officer-in-Charge - - Chairman
Accounting Clerk - - - - - Member
Field Examiner - - - - - Member

The System Office Committee shall prepare the incentive bonus in accordance with this memorandum and submit them to the Regional or Project Office committee not later than February 28th of every year.

2. Regional or Special Project Office Committee:

Chief, Regional Operations Division/Asst.
Project Manager - - - - - Chairman
Regional Project Accountant - - - - - Member
Regional Project Auditor - - - - - Member

The Regional or Special Project Office committee shall evaluate the incentive bonus of the systems within the

to the Regional Irrigation Director or Project Manager.

APPROVAL OF INCENTIVE BONUS ON COLLECTION

1. The Regional Irrigation Director/Project Manager is hereby authorized to approve, defer or disapprove claims for payment of the incentive bonus to personnel within his jurisdiction as recommended and forwarded to him by the Regional or Special Project Office Committee.
2. The Central Office Finance Department shall release the corresponding sub-allotment advice when requested by the Regional Irrigation Director or Project Manager, to cover the corresponding approved incentive bonus.
3. The Regional Irrigation Director or Project Manager shall however, assume full responsibility for any illegal or irregular payment of incentive bonus as determined by the Central Office Finance Director. The Regional/Project Office Shall therefore submit within one year from the payment of bonus, the computation of the incentive bonus paid, otherwise the payment shall be considered null and void.

IV. CASH AWARD COMMITTEES:

For purposes of the cash awards, there is hereby created Committees on Cash Awards in the Central Office and in each Regional/Project Offices to be composed of the following:

1. Central Office Committee:

Assistant Administrator for Engineering & Operations	--	Chairman
Assistant Administrator for Special Project	----	Vice-Chairman
Operations Director	----	Member
Engineering Director, OSP	----	Member
Finance Director	----	Member
Management Services Director	----	Member
Corporate Auditor	----	Member

2. Regional/Projects Office Committee:

Regional Irrigation Director/Project Manager	----	Chairman
Chief, Regional Operations Division/Assistant Project Manager	----	Vice-Chairman
Regional/Project Administrative Officer	----	Member
Regional/Project Accountant	----	Member
Regional/Project Auditor	----	Member

3. Committees on Judges:

A Committee of Judges is hereby constituted in every Irrigation System or group of Systems whose composition is as follows:

Irrigation/Superintendent or Officer-in-Charge	----	Chairman
Asst. Superintendent and all Zone Engineer	----	Member
All Watermaster/Water Management Technician for systems less than 3,000 hectares	----	Member

whose functions, duties and responsibilities shall be as hereunder set forth:

A. NIA Central Office Committee:

1. Adopt its rules of procedures.
2. Process, evaluate and decide all recommendations for awards to be elevated to it by the different Regional/Special Project Committees within the month of February. Basis for verification of supporting papers relative to the award recommended shall be the report of the Regional Irrigation Director/Project Manager on the Compliance of MC # 70, s. 1972 and MC # 46, s. 1974 by the system personnel *and MC # 15, s. 1976 on areas irrigated by the system.*

B. Regional/Special Projects Office Committee:

1. Adopt its rules of procedures.
2. Examine, verify and certify on all statements, reports and other pertinent papers relating to the cash awards submitted to it by the Irrigation/Superintendent in his capacity as Chairman of the Committee of Judges.
3. Submit its recommendations on awards to the NIA Central Office/Committee on Cash Awards to be received not later than the last working day of January following the preceding Calendar Year.
4. Make final review and confirm decisions of Committee of Judges regarding best operated Watermaster/Water Management Technician Division and most deserving watermasters/water management technician and ditch-tenders or gatekeepers.

C. Committee of Judges

1. Set its rules of procedures
2. Rate each ditchtender or gatekeeper quarterly from January 1 to December 31, of the Calendar Year on the some predetermined point system, and submits a summary of same together with its decision to the Regional/Special Project Committee not later than January 15, for final review and confirmation.
3. Rate quarterly from January 1 to December 31 of the Calendar Year, in accordance with criteria it shall prepare, each division of the system on the some predetermined point system and submit a summary of same together with its decisions to the Regional/Special Project Committee, not later than January 15, for final review and confirmation. The decision herein shall include determination of most deserving watermasters.

D. Responsibility of Irrigation Superintendent/Officers-in Charge of Systems on Collection Bonus

1. At any time before the rendition of irrigation bills for each crop, submit the following to the Regional/Special Project Office:
 - a. Layout of system showing the irrigable area by divisions and zones.
 - b. List of collection teams (team leader and team members).

2. Accomplish the attached Collection Reports (See Annexes A, B & C). The Irrigation Superintendents shall forward these reports to the Regional/Special Project Committee.
3. Maintain a complete file of collection reports, statements and other working papers relative to the program for ready reference and specifically, maintain a collection chart of individuals as well as of the teams.

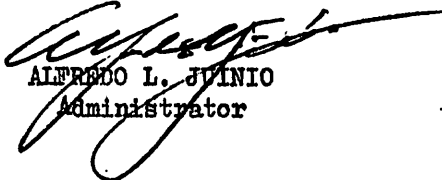
In no case shall cash awards and/or bonuses in favor of an individual exceed the sum of one thousand pesos (P1,000.00) per annum.

All awards shall be reflected in the personal records of all concerned and shall be considered in cases of promotion.

Awarding of cash bonuses and awards to outstanding collectors, personnel and/or teams may be made during the annual NIA Anniversary celebration.

Active participation of all concerned is hereby enjoined.

This MEMORANDUM CIRCULAR supersedes Memorandum Circular No. 44 series of 1970, and shall be effective for the collections of the calendar year 1976.


ALFREDO L. JUINIO
Administrator

MPL:apt

October 4, 1977

Name of System _____

ZONE NO. _____

TEAM LEADER _____

TEAM MEMBERS: _____

DESIGNATION _____

RESIGNATION _____

DESIGNATION _____

DESIGNATION _____

SERVICE DATA IN HECTARES :

	R I G E				O T H E R C R O P			
	Irrigated	Benefited	Recommended for Exemption	Approved	Irrigated	Benefited	Recommended for Exemption	Approved
Wet Crop								
Dry Crop								
Third Crop								

Annual Crops or other crops standing throughout the year :

Irrigated _____ Benefited _____ Recommended for
Exemption _____ Approval _____

Field Collectors :

MONTH	Service Area within the Zone				Zone No.	Service Area Outside the Zone			
	Current Account	Back Irrig.	Account Fees	Penalties Total		Current Account	Back Irrig.	Account Fees	Penalties TOTAL
Feb. 19									
Mar. 19									
Apr. 19									
May 19									
June 19									
July 19									
Aug. 19									
Sept. 19									
Oct. 19									
Nov. 19									
Dec. 19									
Jan. 19									
TOTAL									

SUBMITTED BY :

Team Leader

DATE

APPROVED BY :

Name of System

OFFICE COLLECTION

Month & Year	ZONE NO. 1			ZONE NO. 2			ZONE NO. 3		
	Current:	Back Account		Current:	Back Account		Current:	Back Account	
	Account:	Irrig. Fees:	Penalties	Account:	Irrig. Fees:	Penalties	Account:	Irrig. Fees:	Penalties
February 19	:	:	:	:	:	:	:	:	:
March 19	:	:	:	:	:	:	:	:	:
April 19	:	:	:	:	:	:	:	:	:
May 19	:	:	:	:	:	:	:	:	:
June 19	:	:	:	:	:	:	:	:	:
July 19	:	:	:	:	:	:	:	:	:
August 19	:	:	:	:	:	:	:	:	:
September 19	:	:	:	:	:	:	:	:	:
October 19	:	:	:	:	:	:	:	:	:
November 19	:	:	:	:	:	:	:	:	:
December 19	:	:	:	:	:	:	:	:	:
January 19	:	:	:	:	:	:	:	:	:
T o t a l	:	:	:	:	:	:	:	:	:

Submitted by:

Approved by:

Cashier/Collecting Officer

Superintendent/OIC

Date : _____

Date: _____

Name of System

Total Services Area for the System

All Figures in Hectares

	R I C E				O T H E R C R O P			
	Irri- gated	Bene- fited	Rec. for Exempt.	Approved	Irri- gated	Bene- fited	Rec. for Exempt.	Approved
Wet Crop	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:
Dry Crop	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:
Third Crop	:	:	:	:	:	:	:	:

Sugar cane or other crops

Standing the whole year - Irrigated _____ Benefited _____ Recommended
for exemption _____ Approved _____

COLLECTIONS:

Month & Year	Current Account	B a c k A c c o u n t		T o t a l
		Irrig. Fees	Penalties	
February 19	:	:	:	:
March 19	:	:	:	:
April 19	:	:	:	:
May 19	:	:	:	:
June 19	:	:	:	:
July 19	:	:	:	:
August 19	:	:	:	:
September 19	:	:	:	:
October 19	:	:	:	:
November 19	:	:	:	:
December 19	:	:	:	:
January 19	:	:	:	:
T o t a l	:	:	:	:

Submitted by: _____
Superintendent/OIC

Approved: _____
Regional Irrig. Engr.

Name of System

Zone No. _____

Team Collections

for the period February 1, 19__ to Jan. 31, 19__

Team Members	:	<i>Current</i> Account	Back Account:		T O T A L
			Irrig. Fees	Penalties	
1.	:	:	:	:	:
2.	:	:	:	:	:
3.	:	:	:	:	:
4.	:	:	:	:	:
5.	:	:	:	:	:
6.	:	:	:	:	:
7.	:	:	:	:	:
8.	:	:	:	:	:
9.	:	:	:	:	:
10.	:	:	:	:	:
T O T A L	:	:	:	:	:

Submitted by:

Team Leader

Date

Approved by:

Irrig. Superintendent

Date