



MEMORANDUM CIRCULAR
(NATIONAL IRRIGATION ADMINISTRATION)

E. de los Santos Ave., Quezon City

MC No. 1, S. 1980

MEMORANDUM CIRCULAR

**T O : ASSISTANT ADMINISTRATORS; DEPARTMENT HEADS;
REGIONAL IRRIGATION DIRECTORS/PROJECT MANAGERS;
IRRIGATION SUPERINTENDENTS/PROVINCIAL IRRIGATION
ENGINEERS and ALL OTHERS CONCERNED**
National Irrigation Administration

**SUBJECT: Weekly Reports of Watermasters/Water Management
Technicians**

Beginning the month of January 1980, the following attached weekly reports are hereby required to be prepared and submitted by all Watermasters/Water Management Technicians in all existing, newly operating and partially operating national irrigation systems:

1. Watermaster's/WMT's Weekly Report on Planted Area
2. Watermaster's/WMT's Weekly Report on Poor Crop and Crop Recovery

Two (2) copies of both weekly reports shall be prepared--one copy submitted to the Irrigation Superintendent thru the Assistant Superintendent and one copy he keeps for his file.

The two reports submitted to the Irrigation Superintendent thru the Assistant Superintendent shall be compiled by division and evaluated on the third attached form. The Assistant Superintendent shall analyze the progress of area planted within the Watermaster/WMT division as against water supply and rainfall as well as area affected and area recovered for the Irrigation Superintendent. If the Irrigation Superintendent approves the report on planted areas, same shall be given to the Billing Unit. If after 2 or 3 weekly reports of the Watermaster, the planted area is not consistent with the available water supply, the Assistant Superintendent shall advise the Irrigation Superintendent of the situation to call the attention of the Watermaster, in order to take immediate measures for farmers to plant the program area.

The weekly report on planted areas submitted to the Billing Clerk shall be the basis for the preparation of bills. It shall supersede the weekly list of irrigated and planted area (LIPA) as required by MC No. 46, S. 1970 and amended by MC No. 83, S. 1979. Upon receipt of the weekly report on poor crop, the Irrigation Superintendent or his knowledgeable representative shall go to the field and verify such report so that remedial measures to save crops may be instituted. After instituting the remedial measures (which shall include requesting assistance from BAEx) and no crop recovery report follows, verification shall again be done. Recommendation for exemption by Watermaster shall be checked against the verified reports on poor crops and crop recovery.

These reports shall be kept in the office and shall be ready for inspection by the Regional Irrigation Director or his staff and by staff from the Central Office.

Irrigation Superintendents, Provincial Irrigation Engineers (with national irrigation system) and Officer-In-Charge are hereby directed to insure compliance of this MC and to report to the Systems Management Department when his system or group of systems has complied.

Alfredo L. Guinio
ALFREDO L. GUINIO
Administrator

January 2, 1980

(Name of System)

(Date Submitted)

WATERMASTER'S/WMT WEEKLY REPORT ON PLANTED AREA

Division No. _____ Service Area _____ Wet/Dry Program Area _____

Period Covered _____
(data covering the week)

[illegible]

T O T A L

Daily Water Availability

Dates for the Week	Water Supply in lts/sec.	Rainfall in mm ^{4/}

Ave. Daily =

NOTE: 1/ - to be accomplished when there is change in address

2/ - to be accomplished when lot is partially planted

3/ - to be accomplished when crop is other than rice

4/ - in computing average daily rainfall for the week, use only 50 mm whenever rainfall for the day is more than 50 mm

CERTIFIED CORRECT:

(Signature)
WATERMASTER

(Date Submitted)

WATERMASTER'S /WMT WEEKLY REPORT ON POOR CROP AND CROP RECOVERY

DIVISION NO. _____

PERIOD COVERED

(Date Covering the week)

Lot No.	Area	Landowner/ Leaseholder	POOR CROP		CROP RECOVERY	
			Area Affected ^{1/}	Cause of Poor Crop	Area Recovered	Date Poor Crop Reported

NOTE: 1/ Do not report area covered by previous reports

CERTIFIED CORRECT:

~~(Signature)~~
WATERMASTER

ASSISTANT SUPERINTENDENT'S COMPILATION REPORT
(one sheet per division)

Division No. * _____ Service Area _____ Wet/Dry Crop Program Area _____
Watermaster _____

Report Period	Area Planted	Area Planted as of Report Period	Ave. Daily Water Supply	Ave. Daily Rainfall	Area Affected	Area Recovered