

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 3, S. 1980

MEMORANDUM CIRCULAR

**T O :** ALL ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; HEADS OF FOREIGN LOAN ASSISTED PROJECTS; REGIONAL IRRIGATION DIRECTORS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS IN CHARGE OF NATIONAL IRRIGATION SYSTEMS; REGIONAL/PROJECT AUDITORS; COLLECTION OFFICERS; BILL COLLECTORS AND ALL OTHERS CONCERNED  
National Irrigation Administration

**SUBJECT :** Quincena Report of Collection of Irrigation Fees thru Radio/Wire

In order that the quincena report of irrigation fee collection sent thru the radio/wire could be monitored faster and simplified effective immediately the following mode of collection reports by coding, per system or group of systems shall be implemented in all national irrigation systems, as follows:

C O D I N G

<u>Words</u>	<u>Codes</u>
January First Quincena Collection	1FQC
January Second Quincena Collection	1SQC
February First Quincena Collection	2FQC
February Second Quincena Collection	2SQC
March First Quincena Collection	3FQC
March Second Quincena Collection	3SQC
April First Quincena Collection	4FQC
April Second Quincena Collection	4SQC
May First Quincena Collection	5FQC
May Second Quincena Collection	5SQC
June First Quincena Collection	6FQC
June Second Quincena Collection	6SQC
July First Quincena Collection	7FQC
July Second Quincena Collection	7SQC
August First Quincena Collection	8FQC
August Second Quincena Collection	8SQC
September First Quincena Collection	9FQC
September Second Quincena Collection	9SQC
October First Quincena Collection	10FQC
October Second Quincena Collection	10SQC
November First Quincena Collection	11FQC
November Second Quincena Collection	11SQC
December First Quincena Collection	12FQC
December Second Quincena Collection	12SQC
Still On Stock	SOS
Collection In Kind (Palay)	INK
Total Collection To date (Cumulative)	TCT

2

Sample of Radio or Wire Reports of Collection

ILLUSTRATION I

Assume: That total collection (back account including interest and current account - net of 10% discount) of Apayao-Abulog-Pamplona RIS for the period covering January 1-15, 1980.

Cash . . . . . P10,000.00  
In Kind (palay) . . . . . 100 cavans at 50 kgs. each (assume that there was no sale of palay collection to NGA/private grain traders during the period).

THEREFORE - The radio or wire message should be worded as follows:

TO : ASST. ADMINISTRATOR FOR FINANCE  
NIA, Q. C.

1FQC P10,000.00 INK 100 CAVANS SOS . . .

\_\_\_\_\_  
(Name of Sender)

ILLUSTRATION II

Assume: That total collection (back account including interest and current account - net of 10% discount) of Apayao-Abulog-Pamplona RIS for the period covering January 16-31, 1980 (cumulative).

Cash . . . . . P10,000.00  
In Kind (palay) . . . . . 100 cavans at 50 kgs. each (assume that there was no sale of palay collection made from January 1, 1980 to January 31, 1980).

THEREFORE - The radio or wire message should be worded as follows:

TO : ASST. ADMINISTRATOR FOR FINANCE  
NIA, Q. C.

1SQC P10,000.00 INK 100 CAVANS. TCT P20,000.00

INK 200 CAVANS SOS . . .

\_\_\_\_\_  
(Name of Sender)

ILLUSTRATION III

Assume: That total collection (back account including interest and current account - net of 10% discount) of Apayao-Abulog-Pamplona RIS for the period covering February 1-15, 1980 (cumulative).

Cash . . . . . P10,000.00  
In kind (palay) . . . . . 100 cavans at 50 kgs. each (assume that 200 cavans at 50 kgs. each out of the total collection in kind from January 1, 1980 to February 15, 1980 were sold at P1.30 per kilogram or a cash proceeds of P13,000.00).

THEREFORE - The radio or wire message should be worded as follows:

TO : ASST. ADMINISTRATOR FOR FINANCE  
NIA, Q. C.

2FQC P10,000.00 INK 100 CAVANS. TCT P30,000.00  
INK 300. PROCEEDS FROM 200 CAVANS P13,000.00 SOS  
100 CAVANS . . . .

\_\_\_\_\_  
(Name of Sender)

ILLUSTRATION IV

Assume: That total collection (back account including interest and current account - net of 10% discount) of Apayao-Abulog-Pamplona RIS for the period covering February 16-29, 1980 (cumulative).

Cash . . . . . NONE  
In Kind (palay) . . . . 90 cavans at 50 kgs. each (assume  
that 190 cavans at 50 kgs. each out  
of the previous palay collection  
including collections during this  
period were sold at P1.30 per kg.  
or a cash proceeds of P12,350.00).

THEREFORE - The radio or wire message should be worded as follows:

TO : ASST. ADMINISTRATOR FOR FINANCE  
NIA, Q. C.

2SQC NONE INK 90 CAVANS. TCT P30,000.00 INK 390.  
PROCEEDS FROM 190 CAVANS P12,350.00. PROCEEDS TODATE  
P25,350.00 SOS NONE . . . .

\_\_\_\_\_  
(Name of Sender)

Cash proceeds from sale of palay collections made in 1979 shall be reported separately from proceeds of sale of palay collections for the current year. Thus, assume that in Illustration I above cash proceeds of P3,250.00 from sale of 50 cavans of palay collected in 1979 was received from NGA on January 4, 1980.

THEREFORE - The radio or wire message should be worded as follows:

TO : ASST. ADMINISTRATOR FOR FINANCE  
NIA, Q. C.

1FQC P10,000.00 INK 100 CAVANS SOS. 1979  
PROCEEDS FROM 50 CAVANS P3,250.00 . . . .

\_\_\_\_\_  
(Name of Sender)

Assume further that cash proceeds of P3,250.00 from sale of another 50 cavans of palay collected in 1979 was received on January 20, 1980. Thus, following Illustrations I & II above, the radio message for the period should be worded as follows:

TO : ASST. ADMINISTRATOR FOR FINANCE  
NIA, Q. C.

LSQC P10,000.00 INK 100 CAVANS. TCT P20,000.00  
INK 200 CAVANS SOS. 1979 PROCEEDS THIS QUINCENA  
P3,250.00 TODATE P6,500.00 . . . .

(Name of Sender)

Cash proceeds from any and all sales of 1979 palay collections received in 1980 shall in no case be included in the collections for 1980 as illustrated above.

Compliance hereof is strictly enjoined.

(SGD.) ALFREDO L. JUINIO  
Administrator

January 15, 1980