

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

MC # 12, s. 1980

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, DEPARTMENT
HEADS, REGIONAL IRRIGATION DIRECTORS,
PROVINCIAL IRRIGATION ENGINEERS, PROJECT
ENGINEERS, IRRIGATION SUPERINTENDENTS,
AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Revised Authorities Delegated to the
Regional Irrigation Directors, Provin-
cial Irrigation Engineers, Project
Engineers and Irrigation Superintendents

For your information and guidance attached is a revised list of authorities delegated to the above mentioned NIA Officials.

This delegation supersedes pertinent portions of MC #6-B, s. 1976 and MC #47, s. 1979 and revokes all previous issuances or portions thereof which are inconsistent herewith.

THIS CIRCULAR TAKES EFFECT IMMEDIATELY.

(SGD.) ALFREDO L. JUINIO
Administrator

January 23, 1980

I. The Regional Irrigation Directors are authorized to sign/approve written communications or documents as follows:

A. PERSONNEL

1. As approving official, appointment to monthly plantilla positions for Grades 1 to 2 in the region; as recommending official, appointment to monthly plantilla positions for Grades 3 to 12, provided that the Administrator has previously approved the filling of the vacancy.
2. Except for daily wage personnel charged to project, appointments of all daily wage personnel in the region based on written authority from the Assistant Administrator concerned, or from the department heads duly authorized by the Administrator to extend previously approved positions.
3. Personnel locator slips of all personnel in the regional office.
4. Formal charges and orders to undertake investigation of complaints against erring personnel below chiefs of divisions, irrigation systems, PIOs and irrigation projects under his jurisdiction.
5. Application for terminal leave of daily wage employees within the region.
6. Request for overtime services in the region except when compensation is by the hour provided that the requested overtime service does not exceed 48 hours per month per person and is not repeated beyond two successive months.
7. Application for leave of absence with or without pay for not more than 60 days filed by division chiefs or their equivalent such as heads of irrigation projects under his jurisdiction, provincial irrigation offices, and irrigation systems, as well as application for all leave of personnel in all the offices under the region not covered by the authorities of the chief of these offices, subject to required clearances, provided that terminal leave of all monthly employees shall be approved by the Assistant Administrator for Administrative and Personnel Services. However, the Assistant Administrator concerned shall be notified thru radio or telegram of leaves of more than 10 days of division chiefs or their equivalent.
8. Resignation and layoff of daily wage personnel subject to required clearance.
9. Notice of salary adjustment of all personnel in the region.
10. Detail or order for change of station for one month or less of daily wage employees in the region.
11. Designation of daily employees as members of collection teams and of daily wage junior mechanics servicing pumps as temporary assistant bill collectors upon recommendation of the chiefs of irrigation systems and provincial irrigation offices, respectively.
12. Travel order of personnel within the region and Travel Order of personnel outside the region undertaking emergency purchase of urgently needed spare parts not available within the locality.

Personnel undertaking this travel outside the region shall secure certificate of appearance from the Equipment Management Director/Regional Equipment Engineer, or from the Provincial Irrigation Engineer if the regional office is in a province other than the place where the spare parts are procured. A report on the trips undertaken by field personnel and the spare parts purchased shall be submitted to the Assistant Administrator for Project Development and Implementation at the end of every semester. Travel order for official trips to central office shall be approved by the Assistant Administrator concerned.

13. Certificate of appearance of field and central office personnel on official business in the region.

B. FINANCE AND PROPERTY

1. Requisition, award, purchase order and job order for goods and services needed in the region procured thru emergency purchase for amounts not exceeding P50,000 each but not to exceed P200,000 per month, and thru public bidding for amounts not exceeding P200,000 each, except office equipment costing more than P5,000 per unit. Legible copies of all purchase orders/job orders with supporting abstract of bids/canvass for goods and services issued during the month amounting to more than P10,000 each shall be furnished the Procurement and Property Department not later than the 15th day of the following month who shall forward the same within seven working days upon receipt to the Assistant Administrator concerned thru the appropriate department chief.
2. General vouchers and checks in payment of valid obligations not exceeding P200,000 per voucher. However, all claims obligated in the central office irrespective of amount shall be paid in the central office.
3. Certificate of emergency purchase for goods and services for amounts not exceeding P50,000 per emergency purchase.
4. General vouchers in payment for damages on improvement at unit prices not higher than the prices set by the Provincial Appraisal Committee and for value not exceeding P5,000 per lot owner.
5. Withdrawal of funds for payrolls in the regional office covering 1/2 month period.
6. Request for cash payment of supplies and materials procured under emergency basis for field offices under his jurisdiction for amounts not exceeding P1,000.
7. Request for relief from money and property accountabilities in the field offices in cases of robbery and other losses thru force majeure including military operations against insurgents for amount not exceeding P10,000.
8. Itinerary of travel of personnel in the region including traveling expense voucher based on approved travel order for amounts not exceeding P2,000 provided that legible initialed copies of all itineraries of travel during the month for all personnel traveling for more than 10 days shall be submitted to the Assistant Administrator concerned not later than the 10th day of the following month.

C. TECHNICAL

1. All plans of communal irrigation projects. However, the Regional Irrigation Director may refer any plan as he deems necessary to the Design and Specifications Department for review and for approval of the Assistant Administrator for Project Development and Implementation.
2. For national irrigation projects, all plans of canal and drainage structures as filled-up on sepia prints of approved NIA Standard Plans modified plans prepared in the field for low-cost structures, turnouts and terminal facilities provided the project design criteria, conceptual design drawings, general layout, plan-profiles of main canals and laterals and irrigation and drainage network as prepared in field office have been approved by the Assistant Administrator for Project Development and Implementation.

Complex structures requiring plans such as diversion works, barrages, intake works, pumping stations, tunnels, cut and cover section, large siphon with bursting head greater than 10 meters, large checkgates across creeks, level crossings and two-lane bridges shall be designed in the Central Office and approved by the Assistant Administrator for Project Development and Implementation.

Less complex structures which also require special plans such as silt ejectors, flumes, overhead drainage crossings, large drainage crossings at sidehills, chutes, large vertical drops, wasteways, one-lane bridges, and steel gates for headgates and other control structures may be prepared in the field office but such plans are subject to review and approval of the Director, Design and Specifications Department.

3. Official government estimates for proposed contract works and programs of work based on duly approved plans involving amounts not exceeding ₱500,000.
4. Award and approval of construction contracts for communal irrigation projects involving amounts greater than ₱50,000 but not exceeding ₱500,000 subject to the conditions and requirements under MC #4, s. 1980 [Delegation of Authority to Conduct "Simplified Bidding" for Communal Irrigation Projects]. Contracts involving amounts ₱50,000 or below is covered by MC #89, s. 1975.
5. Award and approval of construction contracts other than communal irrigation projects for amounts not exceeding ₱200,000. At least one legible copy of the contract and abstract of bids shall be submitted to the Assistant Administrator concerned within fifteen days.
6. Contracts for acquisition of right-of-way:
 - a) Donations regardless of amount, except when donation is conditional.
 - b) Perpetual easement of right-of-way regardless of amount based on assessed value.
 - c) Absolute sale up to ₱10,000 per contract, except when price exceeds the approved market value.

A copy of approved contracts in excess of ₱1,000 shall be furnished the Assistant Administrator for Administrative and Personnel Services thru Legal Services Department.

II. The Provincial Irrigation Engineers, Irrigation Superintendents and Project Engineers are authorized to sign/approve written communications or documents as follows:

A. PERSONNEL

1. As approving official, appointment of daily wage personnel charged to direct cost; as recommending official, appointment to regular plantilla positions for grade 1 and 2 in the Project/System/PIO.
2. Request for overtime service in the Project/PIO/System except when payment is by the hour, provided that the requested overtime service does not exceed 32 hours per month per person and is not repeated beyond two successive months.
3. Except for terminal leave, application for leave of absence not exceeding 30 days of all personnel in the Project/PIO/System.
4. Travel order of personnel within the Project/PIO/System. Travel order for official trips to central office shall be submitted through the Regional Irrigation Director and approved by the proper Assistant Administrator. Travel outside the province/project/system but within the region shall be approved by the Regional Irrigation Director.
5. Personnel locator slips of all personnel in the Project/PIO/System.
6. Certificate of appearance of central and field office personnel on official business in the Project/PIO/System.

B. FINANCE AND PROPERTY

1. Requisition, award, purchase order, and job order for goods and services needed in the PIO/system/project procured thru emergency purchase for amounts not exceeding ₱20,000 each but not to exceed ₱80,000 per month, and thru public bidding for amounts not exceeding ₱50,000 each except office equipment costing more than ₱1,000 per unit. Legible copies of all purchase orders/job orders with supporting abstract of bids/canvass for goods and services issued during the month amounting to more than ₱10,000 each shall be furnished the RID and Procurement and Property Department not later than the 15th day of the following month. The latter shall forward the same within seven working days upon receipt to the Assistant Administrator concerned thru the appropriate department chief.
2. General vouchers and checks in payment of valid obligations for amounts not exceeding ₱50,000 per voucher.
3. General vouchers in payment for damages on improvements at unit prices not higher than the prices set by the Provincial Appraisal Committee and for value not exceeding ₱1,000 per lot owner.
4. Withdrawal of funds for payrolls in the province/system/project covering 1/2 month period.

5. Itinerary of travel of personnel in the province/system/project including traveling expense voucher based on approved travel order for amounts not exceeding ₱100.00, provided that legible initialed copies of all itineraries of travel during the month for all personnel traveling for more than 10 days shall be submitted to the RID and the Assistant Administrator concerned not later than the 16th day of the following month.
6. Certificate of emergency purchase for goods and services for amounts not exceeding ₱20,000 per emergency purchase.

C. TECHNICAL

Programs of work based on duly approved plan involving amounts not exceeding ₱75,000.

The PI& shall prepare government estimates for proposed contract works, subject to the review of the Regional Committee on Official Government Estimates and approval by the Regional Irrigation Director concerned.