

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

MC # 25, s. 1980

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, DEPARTMENT HEADS, REGIONAL IRRIGATION DIRECTORS, PROJECT MANAGERS, AND ALL OTHER CONCERNED National Irrigation Administration

SUBJECT : Revised Authorities Delegated to Project Managers, Assistant Project Managers and Chief of Field Divisions

For your information and guidance attached is a revised list of authorities delegated to the above mentioned NIA officials. Project Managers refer to all heads of foreign-assisted projects except the Project Managers of PRDP, NISIP, MRMP (Irrigation Phase and Dam Aspect) and the Operations Manager of UPRIIS whose delegated authorities are defined in MC #47, s. 1979.

This delegation supersedes all previous issuances or portions thereof which are inconsistent therewith.

THIS CIRCULAR TAKES EFFECT IMMEDIATELY.

(SGD.) ALFREDO L. JUINIO
Administrator

March 3, 1980

The Project Managers are authorized to sign/approve written communications or documents such as:

A. Personnel

1. As recommending official, appointment to monthly plantilla positions for Grades 1 to 2, in the project.
2. Appointment of all daily wage personnel charged to project.
3. Personnel locator slips of all personnel in the project.
4. Request for overtime service in the project except when compensation is by the hour, provided that the requested overtime service does not exceed 32 hours per month per person. No employee shall work overtime continuously for more than two successive months.
5. Application for leave of absence not exceeding 30 days filed by division chiefs or their equivalent as well as application for all leaves of personnel not covered by the authorities of the lower rank officials in the project, subject to required clearances, provided that terminal leave application shall only be initialed prior to processing in central office.
6. Notice of wage or salary adjustment of all personnel in the project.
7. Travel order of personnel within the project area of jurisdiction.
8. Certificate of appearance of central and field office personnel on official business in the project.
9. Resignation and layoff of daily wage personnel, subject to required clearance.

B. Finance and Property

1. Requisition, award, purchase order and job order for goods and services needed in the project procured thru emergency purchase for amounts not exceeding ₱40,000 each document but not to exceed ₱160,000 per month, and thru public bidding for amounts not exceeding ₱150,000 each document, except office equipment costing more than ₱4,000 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 document 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 special assistant for review and control purposes.
2. General vouchers and checks in payment of valid obligations not exceeding ₱150,000 per voucher except when purchase order or contract is entered into and the funds for said contract are obligated at the central office in which case payments shall be approved by the Assistant Administrator concerned.
3. Certificate of emergency purchase for goods and services for amount not exceeding ₱40,000 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 ₱4,000 per lot owner.
5. Withdrawal of funds for payrolls in the project covering ½ month period.
6. Request for cash payment of supplies and materials procured under emergency basis for offices under his jurisdiction for amounts not exceeding ₱500.00.
7. Request for relief from money and property accountabilities in the project in cases of robbery and other losses thru force majeure including military operations against insurgents for amount not exceeding ₱5,000.
8. Itinerary of travel of personnel in the project including travelling expense voucher based on approved travel order for amounts not exceeding ₱2,000 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 Management Services Department not later than the 10th day of the following month.

C. Technical

1. 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, plans of less complex structures such as 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, turnouts and terminal facilities; provided that the project design criteria, conceptual design drawings, general layout, plan-profile of main canals, laterals and intra-site roads, 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 special 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 check-gates across creeks, silt ejectors, flumes, level crossings and two-lane bridges shall be designed in the Central Office and approved by the Assistant Administrator for Project Development and Implementation. However, the Field Office can undertake the design of any of these complex structures but computation sheets should accompany plans submitted to Central Office for approval.

Copies of all plans approved by the Project Manager shall be forwarded to the Assistant Administrator for Project Development and Implementation, within thirty (30) days from the date of approval on the following forms:

White print copies - for plans approved on filled-up sepia prints on millimeter cross section paper

Sepia print copies - for plans approved on mylar or tracing paper

2. Minor revisions on approved plans to suit actual field conditions, such as changes in canal alignment, distances, elevations, dimensions, grade lines and side slopes.

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 constructions contracts for amounts not exceeding ₱150,000. At least one legible copy of the contract and abstract of bids shall be submitted to the Assistant Administrator concerned within 15 days.
5. 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 ₱5,000 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.

Assistant Project Managers/Chiefs, Field Divisions

NOTE:

The authorization below shall be exercised only on the following conditions:

1. Assistant Project Managers

When his office is far from the office of the Project Manager or when he is authorized by the latter to do so.

2. Chiefs, Field Divisions

When his office is far from the office of the Project Manager and Assistant Project Manager or when he is authorized by the Project Manager to do so.

The Assistant Project Manager and Division Chiefs are authorized to sign/approve written communications or documents as follows:

A. Personnel

1. Personnel locator slips of all personnel under his jurisdiction.
2. Request for overtime service in the project except when compensation is by the hour, provided that the requested overtime services does not exceed 24 hours per month per person and is not repeated beyond two successive months.
3. Application for leave of absence not exceeding 30 days for all division personnel in the project, provided that terminal leave applications shall only be initialed and forwarded to central office for processing.
4. Travel order within the project area of jurisdiction.

5. Certificate of appearance of central and field office personnel on official business in the project.

B. Finance and Property

1. Requisition, award, purchase order, and job order for goods and services needed in the project procured thru emergency purchase for amounts not exceeding ₱20,000 each document but not to exceed ₱80,000 per month, and thru public bidding for amounts not exceeding ₱50,000 each document 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 Procurement and Property Department not later than the 15th day of the following month. The latter shall forward the same within 7 working days upon receipt to the Assistant Administrator concerned thru the special assistant.
2. General vouchers and checks in payment of valid obligations for amounts not exceeding ₱50,000 per voucher except when the purchase order or contract is entered into and the funds to said contract are obligated at the central office in which case payments shall be approved by the Assistant Administrator concerned.
3. General vouchers in payment for damages on improvements at unit price 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 project covering $\frac{1}{2}$ month period.
5. Itinerary of travel of personnel in the project including travelling 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 travelling for more than 10 days shall be submitted to the Management Service Department not later than the 10th day of the following month.
