

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

MC # 26, s. 1980

MEMORANDUM CIRCULAR

T O : ASSISTANT ADMINISTRATORS; DEPARTMENT/STAFF CHIEFS;
REGIONAL IRRIGATION DIRECTORS/PROJECT MANAGERS;
IRRIGATION SUPERINTENDENTS AND ALL OTHER CONCERNED
National Irrigation Administration

SUBJECT : Supplemental Memorandum Circular to the Revised
Billing Procedures for Irrigation Fees (MC #83,
s. 1979).

MC #83, s. 1979 is supplemented hereinafter as indicated:

1. The List of Lots With Total Crop Failure (LLTCF) shall include lots with total crop failure not only due to water shortage but also calamities such as typhoon, flood, fire, widespread plant pest and rat infestation beyond the control of the farmer and the like. Hence, a new LLTCF Form (Form B) is devised in lieu of the prescribed Form B in MC #83, s. 1979. See attached revised Form B.
2. A new paragraph is added to Part II of MC #83, s. 1979 pertaining to billing of penalties to read as follows:

"To make the penalty corresponding to fraction of a month less burdensome to farmers, no penalty shall be imposed for a delay of less than 1 month.

Illustration: -

Irrigation Fees - 150 kgs.
Deadline Date - May 31, 1980

Case A: - If paid on June 29, 1980

Computation:

Period of Delay (June 1, 1980 to June 29, 1980) = 29 days (no penalty as the delay is less than a month).

Case B: - If paid on September 12, 1980.

Computation:

Period of Delay (June 1, 1980 to Sept. 12, 1980) = 3 mos. and 12 days (considered only as 3 mos.).

150 kgs. (irrigation fees)

$\times .03$ (3 mos. @ 1%/mo. = 3%)

4.5 kgs. = Amount of penalty (to be billed on the date of payment for booking up purposes).

Note: Under MC #83, s. 1979 penalty on overdue irrigation fees shall be billed upon payment for booking up purposes as in Case B above.

Case C: - If irrigation fees remain unpaid on the deadline date of the next cropping season, say, Nov. 30, 1980:

Computation of penalty to be billed: -

Period of Delay (June 1, 1980 to Nov. 30, 1980)
= 6 mos.

150 kgs.

$\times .06$ (6 mos. @ 1%/mo. = 6%)

9 kgs. = Amount of penalty (to be billed on the deadline date, Nov. 30, 1980).

Note: Under MC #83, s. 1979 billing of penalty on overdue irrigation fees coincide with the deadline dates as in Case C above. This means that penalties on overdue irrigation fees are billed every deadline date if not paid in between deadline dates.

3. Acknowledgment of water services shall be required of the landowner/lessee or duly authorized representative everytime irrigation water is served. Forms A-1 and A-2 (Acknowledgment and Certification) now revised (attached) shall therefore be utilized. Request of Delivery Form (Form A) prescribed under MC #83, s. 1979 shall continue to be used.
4. The following provision for exemption from irrigation charges totally amends Part IV of MC #83, s. 1979: -

Irrigation user, whose lot does not suffer total crop failure but later has an average actual harvest of only 40 cavans or less per hectare due to water shortage, calamities such as typhoon, flood, fire, widespread pest and rat infestation beyond the control of the farmer, and the like, shall be exempted from payment of irrigation fees on the damaged lot, provided that the harvesting is made in the presence of NIA representative. Plant pest and rat infestation which farmer can control should not be a basis for exemption. Only those which are widespread and may be considered as general calamity beyond control of farmer should be favorably considered. In case of crop failure due to the fault of the irrigation user, he shall not be exempted from payment of irrigation fee. This shall mean that a 3 hectare lot shall be subject to exemption if due to causes specified above and not by reason of his own fault only 120 cavans (40 cavans \times 3 has.) or less are harvested in the same manner as a one half ($\frac{1}{2}$) hectare lot that gives a harvest of only 20 cavans (40 cavans \times .5) or less. For this purpose, said irrigation user shall be advised to notify our field office concerned of the date and time of harvest. Irrigation user, who undertakes the harvest without prior notification to our field office concerned at least one day before the date of harvest, shall not be exempted from payment of irrigation fees. Notification

may be made directly to the system office or through our field personnel who are obliged to notify immediately the irrigation Superintendent. The Irrigation Superintendent shall see to it that a NIA representative is present on the time of harvest.

The NIA representative shall prepare in four (4) copies a certification of exemption using the attached Form D and shall submit same to the Irrigation Superintendent who recommends to the Regional Irrigation Director/Project Manager who are authorized under Board Resolution #3504-80 dated January 14, 1980 to approve exemption from irrigation fees. In cases where the assigned NIA representative fails to be present during the scheduled harvest, the irrigation user may request for exemption using the attached request form (Form E) in four copies for the approval of the Regional Irrigation Director/Project Manager as duly recommended by the Irrigation Superintendent. A duly assigned NIA representative who fails to be present during the scheduled harvest shall be subject to administrative action and may be excused only for justifiable reason. The approved Certification of Exemption (Form D) and Request for Exemption (Form E) shall be distributed as follows:

| | |
|----------------|--|
| Original | - To the Irrigation User |
| Duplicate | - System's Billing Clerk (to be used as basis in posting exemption to the corresponding IFR) |
| Triplicate | - Regional/Project Accounting Office (to be used as basis in adjusting irrigation fee receivables) |
| Quadruplicate- | Regional/Project Operations Division |

Said forms shall be numbered for IFR posting, filing and reference purposes. NIA field offices shall see to it that this new exemption procedure is clearly disseminated to the irrigation users.

When an irrigation user has two or more lots and his average harvest on all the lots exceeds 40 cavans per hectare he shall not be exempted from payment of irrigation fees on any of the lots even if his harvest in some is less than 40 cavans per hectare.

Portions of MC #83, s. 1979 and any provision of other memorandum circulars or issuances inconsistent herewith are deemed amended, modified or superseded.

(SGD.) ALFREDO L. JUINIO
Administrator

CONCURRED IN:

(SGD.) EMMANUEL F. CAPINPIN
Corporate Auditor

March 6, 1980

ACKNOWLEDGMENT

Date: _____

I hereby acknowledge that Lot No. _____ to the extent of
_____ hectares has been served with water by the
_____ System on _____, 19_____.
covering the _____ season crop of calendar year _____.

Landowner/Lessee of Duly
Authorized Representative

Form A-2

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C E R T I F I C A T I O N

Date: _____

TO WHOM IT MAY CONCERN:

This is to certify that irrigation water has been served by the
_____ System of Lot No. _____
on _____, 19____ to the extent of _____ hectares
covering the _____ season crop of calendar year _____.
but landowner/lessee refuses to acknowledge service of water to his
lot.

Watermaster/WMT

_____ of _____

LIST OF LOTS WITH TOTAL CROP
FAILURE DUE TO WATER SHORTAGE,
INFESTATION, FLOOD, ETC.
(Per MC # _____, s. 1980)

| <u>LOT NO.</u> | <u>NAME OF LANDOWNER</u> | <u>AREA OF LOT</u> | <u>CAUSE OF DAMAGE</u> |
|----------------|--------------------------|--------------------|------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| etc. | | | |

Prepared by:

Approved by:

Watermaster/WMT

Irrigation Superintendent/
Project Manager

Certified Correct: _____

BAEX or BPI Farm Management
Technician

Summary of Bills: (To be filled up by Billing Clerk at the bottom
of the last page of the list)

| | <u>No. of Bills</u> | <u>Area in Hectares</u> |
|-----------------------------|---------------------|-------------------------|
| Total Bills Prepared | | |
| Less: Bills to be Cancelled | _____ | _____ |
| Total Bills to be Issued | ===== | ===== |

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_____, _____
Irrigation System

CERTIFICATION FOR EXEMPTION

Date: _____

Number _____

TO WHOM IT MAY CONCERN:

This is to certify that Mr. _____
harvested _____ cavans (50kgs./cavan) from lot # _____
with an area of _____ hectares located at _____
_____ for wet/dry/third crop of calendar year 19____. The
average harvest per hectare is _____. The average harvest is
less than forty cavans per hectare because of _____
_____.

Certified by:

Recommended for Exemption:

NIA Representative

Irrigation Superintendent

Approved for Exemption:

Regional Irrigation Director/
Project Manager

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_____, _____
Irrigation System

REQUEST FOR EXEMPTION

Date: _____

Number _____

To: The Chief of System
_____ Irrigation System

May I request exemption from irrigation fees charged on Lot # _____
with an area of _____ hectares located at _____,
_____ for the wet/dry/third crop for calendar year
19____ as only _____ cavans (50 kgs/cavans) were harvested
from the above-stated lot. This request is made in view of the failure
of a NIA representative to be present on the scheduled date of harvest.

Irrigation User

Witnesses:

Recommended for Exemption:

Approved for Exemption:

Irrigation Superintendent

Regional Irrigation Director/
Project Manager