



REPUBLIKA NG PILIPINAS  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
LUNGSOD NG QUEZON

MC No. 108, S. 1980

MEMORANDUM CIRCULAR

**T O ; ALL REGIONAL IRRIGATION DIRECTORS, PROJECT MANAGERS, OPERATIONS MANAGER, IRRIGATION SUPERINTENDENTS, AND/OR OFFICERS-IN-CHARGE OF NATIONAL IRRIGATION SYSTEMS**  
National Irrigation Administration

**SUBJECT ; Revision of the Monthly Operation and Maintenance Summary Report of the Irrigation Superintendent**

Effective for the month of January, 1981, Monthly Operation and Maintenance Report for National Irrigation Systems as prescribed by MC # 26, S. 1977, is hereby revised by the attached revised Summary Report of the Irrigation Superintendent.

To reduce the amount of work required in the preparation of the report, the entries in the annexes and even in the summary report may be handwritten using ball pens. No separate letter of transmittal shall be prepared as the format of the report already includes the transmittal. Only two copies of the Summary Report are to be submitted direct to the Assistant Administrator for Operations, while the duplicate of the Summary Report together with the original of Annexes A, B, C, D, E and F shall be submitted to the Systems Management Department, Central Office. Additional copies of the report and annexes shall be prepared for the Regional Irrigation Director and for file of the Irrigation Superintendent. The summary report and all annexes shall be signed by the Irrigation Superintendent indicating that he has reviewed and concurred with the entries. Any false statement will be treated and dealt with as falsification of official documents.

Similarly with the Summary Report of the Regional Irrigation Director, the Summary Report of the Irrigation Superintendent shall be received by the Assistant Administrator for Operations and Systems Management Director not later than the 10th of the following month. Any late report may be considered as sufficient ground for disciplinary action against the erring Irrigation Superintendent.

Strict compliance is hereby enjoined.

  
FIORELLO R. ESTUAR  
Administrator

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Region \_\_\_\_\_

Irrigation System \_\_\_\_\_

\_\_\_\_\_, 19\_\_

The Assistant Administrator  
for Operations  
National Irrigation Administration  
EDSA, Quezon City

S i r :

The following is my Summary Report for \_\_\_\_\_  
Irrigation System for the month of \_\_\_\_\_, 19\_\_.

**OPERATIONS:** Service area of the System: \_\_\_\_\_ has. No. of Lots \_\_\_\_\_

1. Total area under irrigation during the month: -----  
Annex A-Layout Map of the System.

	Wet	Dry	
2. Area under LS/LP during the month -----	_____	_____	has.
3. Area under Crop maintenance during the month _____	_____	_____	has.
4. Area harvested this month -----	_____	_____	has.
5. Total area harvested to date -----	_____	_____	has.
6. Total volume of water diverted during the month ----- Annex B-Tabulation of Daily Water Diversion.	_____	_____	cu.m.
7. Total volume of water from all sources during the month --- Annex C-Tabulation of daily discharge of source/s of water.	_____	_____	cu.m.
8. Total rainfall observed during the month ----- Annex D-Tabulation of daily rainfall.	_____	_____	mm.

**MAINTENANCE:** No. of Ditchtender/Gatekeeper sections -----

1. Total number of unsatisfactory DT/GK canal sections this month \_\_\_\_\_  
Annex E-Copy of disciplinary action taken against erring DT/GK.
2. Total number of inspections made by Superintendent this month \_\_\_\_\_  
Annex F-Summary of Inspections made by Superintendent.
3. Total length of canal \_\_\_\_\_ kms. No. of Sections - \_\_\_\_\_
4. Total length of unsatisfactory canal this month: -----  
No. of Sections - \_\_\_\_\_ Kms.
5. Condition of existing Diversion Work/Intake structure: Good/Poor.  
(If poor, describe briefly extent of damage.)  
\_\_\_\_\_  
\_\_\_\_\_
6. Condition of existing canal structures: Good/Poor.  
(If poor, indicate location and irrigated area affected in layout map and  
action taken.)  
\_\_\_\_\_  
\_\_\_\_\_
7. Condition of existing canals: Good/Poor. (If poor, indicate sections of  
damaged/defective canals and extent of irrigated area affected in layout map.)  
\_\_\_\_\_  
\_\_\_\_\_

8. Condition of existing drainage facilities: Good/Poor. (If poor, indicate location and irrigated areas, affected in layout map.)

<b>COLLECTION:</b> Total no. of bills to be prepared -----		(Wet)	(Dry)
1. Total no. of bills prepared this month -----			
2. Total no. of bills prepared as of the month ----- (Cumulative for the year.)			
3. Estimated Current Collectible for the whole Calendar Year -----	P		
4. Total collection this month (current and back accounts) -----	P		
5. Total collection to date -----	P		
6. Percentage of Collection to date -----	P		

**PROBLEMS ENCOUNTERED AND REMEDIAL MEASURES TAKEN:**

1. As to Operation;

2. As to Maintenance;

3. As to funding;

4. As to personnel;

5. As to complaints;

Very truly yours,

Irrigation Superintendent

**Distributions:**

1. Original - Asst. Administrator for Operations
2. Duplicate of summary together with original annexes A, B, C, D, E and F  
- Systems Management Director
3. Duplicate with all annexes - Regional Irrigation Director/Project/Operations Manager
4. One copy with duplicate annexes - Systems File

ANNEX A - Layout Map of the System

Scale 1:40,000, with the following information indicated:

A. Permanent Information on the White Printed Layout

1. Rivers and creeks indicating name and direction of flow;
2. Main diversion works and other supplementary or auxiliary dam/ checkgates and pump sites in the Systems;
3. Canal structures with their stationings;
4. Main canals, laterals and main farm ditches;
5. Roads along canals, Barrio, Municipal, Provincial and National roads within the service area;
6. Boundary of the service area;
7. Superintendent's Office, Watermaster's Office, Gatekeeper's Quarters and Ditchtender's Rest Huts, if any;
8. Staff gages and other measuring devices, rain gages;
9. North direction or orientation; and
10. Name of the Irrigation System.

B. Monthly Information Superimposed on the White-Printed Layout

1. Area under irrigation during the month shaded with blue horizontal lines;
2. Area planted as of the month shaded with red vertical lines;
3. Unsatisfactory canals indicated with heavy red lines;
4. Month and year of the report; and
5. Signature of Irrigation Superintendent or Officer In-Charge.

# ANNEX B - Tabulation of Daily Water Diversion

\_\_\_\_\_ Irrigation System

Measuring Device No.\* \_\_\_\_\_ Month of \_\_\_\_\_, 19\_\_

Location \_\_\_\_\_  
(canal and stationing)

To be filled daily by every Ditchtender and/or Gatekeeper who are responsible for the recording of measuring devices. Daily entries shall be handwritten using ball pen, in triplicate (one copy for file and the other copy for the RID). The original shall be submitted with the Summary Report.

Date	Discharge in liters per second	Date	Discharge in liters per second	Date	Discharge in liters per second
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	
				31	

## NOTE:

\*Indicate type of measuring device with the following subscript:

G - Direct discharge reading staff gages

PF - Partial flume

W - Weir

Recorded by:

\_\_\_\_\_  
Ditchtender/Gatekeeper

To be filled at the end of the month by the Irrigation Superintendent

<u>Period</u>	<u>Volume in Cubic Meters</u>
1 - 10 =	_____
11 - 20 =	_____
21 - end =	_____

(Previous month)

Concurred by:

\_\_\_\_\_  
Irrigation Superintendent

ANNEX C - Measurement of Stream Discharge

\_\_\_\_\_ Irrigation System

Name of River: \_\_\_\_\_ Month of \_\_\_\_\_ 19\_\_\_\_

Drainage Area: \_\_\_\_\_

Location of Gage: \_\_\_\_\_  
Barrio \_\_\_\_\_ Municipality \_\_\_\_\_ Province \_\_\_\_\_

Date	DISCHARGE OBSERVED*			
	Time/cms	Time/cms	Time/cms	Time/cms
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Note\*: For flood flow  
take several  
observations  
during the day.

RECORDED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Gatekeeper/Ditchtender

SUBMITTED BY:

\_\_\_\_\_  
Irrigation Superintendent

Form p - Tabulation of Daily Rainfall

\_\_\_\_\_ Irrigation System

Rain Gage No.\* \_\_\_\_\_ Month of \_\_\_\_\_, 19\_\_\_\_

To be filled daily by every Ditchtender, Gatekeeper or Watermaster who are responsible for the recording of rain gages. Daily entries shall be handwritten using ball pen, in triplicate (one copy for file and the other copy for the RID). The original shall be submitted with the Summary Report.

Date	Rainfall in Millimeter	Date	Rainfall in Millimeter	Date	Rainfall in Millimeter
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	
				31	

NOTE:

\* - Indicate type of rain gage with the following subscript:

P - Standard Pluviometer

AR - Automatic Recording Rain Gage

RECORDED BY:

\_\_\_\_\_  
Ditchtender/Gatekeeper/Watermaster

To be filled at the end of the month by the Irrigation Superintendent

<u>Period</u>	<u>Rainfall in Millimeter**</u>
1- 10	= _____
11 -20	= _____
21 - end	= _____

*of Previous  
month*

\*\* Discard all rainfall in excess of 5 centimeters in a day when figuring out the rainfall for the decade.

CONCURRED:

\_\_\_\_\_  
Irrigation Superintendent

ANNEX B - (Sample) Disciplinary Action Taken Against Erring Ditchtender

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Region \_\_\_\_\_

\_\_\_\_\_ Irrigation System

\_\_\_\_\_, 19\_\_\_\_

MEMORANDUM to:

Mr. \_\_\_\_\_  
Ditchtender, Section \_\_\_\_\_, Division \_\_\_\_\_  
\_\_\_\_\_ River Irrigation System

In view of your non-compliance with the requirements of MC No. 70, Series of 1972, effective \_\_\_\_\_, 19\_\_\_\_, you are hereby reassigned to Section \_\_\_\_\_ Division \_\_\_\_\_ vice Mr. \_\_\_\_\_ who is also reassigned to another section.

You are reminded to keep regular working hours as evidenced by your entries in your Daily Time Sheet now posted in your new assigned section. You are also warned that further non-compliance with MC No. 70 may eventually lead to your dismissal from the service.

Strict compliance herewith is enjoined.

\_\_\_\_\_  
Irrigation Superintendent

Copy furnished:

1. The Regional Irrigation Director  
Region \_\_\_\_\_  
\_\_\_\_\_
2. The Assistant Administrator for  
Engineering and Operation  
NIA, Quezon City



