

7/1/81

REPUBLIKA NG PILIPINAS
Pambansang Pangasiwaan ng Patubig
(National Irrigation Administration)
Lungsod ng Quezon

MC # 21, S. 1981

MEMORANDUM CIRCULAR

RCV - *[initials]*
OMC - *[initials]*
EBB - *[initials]*
NGC - *[initials]*
AVJ - *[initials]*
SBB - *[initials]* T O

: THE ASSISTANT ADMINISTRATORS; DIRECTOR, CONTROLLERSHIP DEPARTMENT; DIRECTOR, TREASURY DEPARTMENT; DIRECTOR, LEGAL DEPARTMENT; REGIONAL IRRIGATION DIRECTORS; OPERATIONS MANAGER, UPRIIS; PROJECT MANAGERS OF SPECIAL PROJECTS; PROVINCIAL IRRIGATION ENGINEERS; REGIONAL/PROJECT ACCOUNTANTS; CASHIERS/COLLECTING OFFICERS AND OTHERS CONCERNED.
National Irrigation Administration

SUBJECT : Confirmation of Statement of Accounts

In an effort to strengthen the corporate viability of the NIA and to pursue vigorously the irrigation fee collection with the fundamental objective to further improve the network of irrigation facilities, it is hereby directed that the following measures be undertaken until all Statements of Accounts are confirmed/replied by irrigation users in the systems.

RESPONSIBILITIES

1. Irrigation System

1.1 Irrigation Superintendent/Head or Officer-In-Charge of System

1.1.1 Supervises all the confirmation activities in the system.

1.1.2 Sees to it that Statement of Accounts (Annex "A") for all lots within the system and follow-up letters or tracers are properly prepared.

1.1.3 Approves, signs and sends confirmation letters together with the Statements of Accounts and also follow-up letters/tracers to irrigation users.

1.1.4 Sees to it that said Statements of Accounts and follow-up letters/tracers are received by the irrigation users in the system.

1.1.5 Approves and submits quarterly Confirmation Progress Report to the Asst. Administrator for Finance & Administration Attn: Treasury Department not later than 10 days after the end of each quarter.

1.2 Collection Officer or Assistant Irrigation Engineer/Assistant Head of the System in the absence of a Collection Officer in the system.

1.2.1 Prepares confirmation letters and forwards same together with the Statements of Accounts to the Irrigation Superintendent/Head or Officer-In-Charge of System after statements have been noted by him.

- 1.2.2 Prepares follow-up letters or tracers at intervals of one (1) month. The first sample follow-up letter/tracer (Annex "C") shall be sent to irrigation users who failed to respond one (1) month after sending the confirmation letter. The second sample follow-up letter (Annex "D") shall be sent one (1) month after the first follow-up letter requesting immediate response of the confirmation letter. The third and maybe final sample letter (Annex "E") shall be sent one (1) month later advising irrigation user concerned that if within 30 days upon receipt of the final letter he fails to respond, the NIA will consider the Statement of Account confirmed and will refer the matter to the Legal Department for the appropriate legal action. Confirmation and follow-up letters/tracers shall be written in the vernacular used in the system.
 - 1.2.3. Monitors the confirmation activities by preparing a worksheet showing the lot numbers, names of irrigation users, dates of confirmation letter and follow-up letters/tracers sent, dates when confirmation replies were received and reasons of not totally confirming with the Statement of Accounts sent.
 - 1.2.4 Prepares and sends to the RID/Project or Operations Manager, Attn: Regional/Project Accountant monthly List of Confirmation and Follow-Up Letters (Annex "F") issued to irrigation users every end of the month until all the accounts by lot have been confirmed or replied. Keeps copy for file.
 - 1.2.5 Prepares and sends Monthly List of Confirmation Replies Received (Annex "G") every end of the month to the RID/Project or Operations Manager, Attention: Regional/Project Accountant until all accounts have been confirmed or replied. Keeps copy for file.
 - 1.2.6 Prepares Quarterly Confirmation Progress Report (Annex "H") every end of March, June, Sept. and December and forwards same to the Irrigation Superintendent/Head or In-Charge of the System for his approval.
- 1.3. Billing Clerk
- 1.3.1 Up-dates accounts in the Irrigation Fee Registers as of the latest cropping season in the system.
 - 1.3.2 Prepares Statements of Account (Annex "A") per lot as of the latest cropping season based on the Irrigation Fee Registers.
 - 1.3.3. Forwards Statements of Account to the Collection Officer or Assistant Irrigation Engineer/Assistant Head of System in the absence of collection officer in the system for notation.

2. Regional/Project Office

- 2.1 Regional Irrigation Director/Project or Operation Manager
 - 2.1.1 Supervises all the confirmation activities in all the systems within the region.
 - 2.1.2 Sees to it that all the Statements of Accounts sent are all confirmed or replied by all irrigation users within the region.

2.2 Regional/Project Accountant

- 2.2.1 Checks the totality of all the Statements of Accounts attached to the Monthly Lists of Confirmation Letters issued in a system against the subsidiary ledger of each system in the regional accounting books.
- 2.2.2 Prepares and sends Quarterly Confirmation Report on Irrigation Fee Receivable (Annex "I") to the Comptrollership Department, NIA Central Office every end of the quarter.
- 2.2.3 Receives, files and keeps properly monthly list of Confirmation and Follow-Up Letters issued and List of Confirmation Replies received for documentation purposes.

Please be guided accordingly.

This Memorandum Circular takes effect immediately.

(SGD.) FIORELLO R. ESTUAR
Administrator

8 June 1981

CONFIRMATION REPLY

Date

TO : The Irrigation Superintendent

RIS

The herein Statement of Account is hereby totally confirmed.

(Signature of Irrigation User)

TO : The Irrigation Superintendent

RIS

Due to the reasons enumerated below the herein Statement of Accounts
is:

A. () totally not confirmed.

B. () partially confirmed only for the following amount/account:

1981 _____kgs.

1977 _____kgs.

1980 _____kgs.

1976 _____kgs.

1979 _____kgs.

1975 _____kgs.

1978 _____kgs.

Prior to July 1, 1975 \$ _____

Reasons: -

(Signature of Irrigation User)

NATIONAL IRRIGATION ADMINISTRATION
RIS

STATEMENT OF ACCOUNT
As of June 30, 1981

Lot Number: _____

Lot Owner/Irrigation User: _____

Address: _____

Y E A R	:	IRRIGATION FEE	:	SURCHARGE/PENALTY	:	T O T A L	
						KGS.	CASH EQUIV.
New Rate	:	:	:	:	:	:	:
(In Kind): 1981	:	KGS.	:	kgs.	:	:	P
: 1980	:	kgs.	:	kgs.	:	:	:
1979	:	kgs.	:	kgs.	:	:	:
1978	:	kgs.	:	kgs.	:	:	:
1977	:	kgs.	:	kgs.	:	:	:
1976	:	kgs.	:	kgs.	:	:	:
1975	:	kgs.	:	kgs.	:	:	:
T o t a l		kgs.	:	kgs.	:	:	P

Add: Old Account
Prior to July 1, 1975 - - - - - P _____

Total - - - - - P _____

Prepared By:

Billing Clerk

Certified Correct: _____

Approved By:

Collection Officer/Asst. Irrig. Engr.
or Asst. Head of System

Irrig. Supt./Head or In-Charge of
System

Date

Dear Mr./Mrs./Miss _____

For many years now, the National Irrigation Administration has been irrigating thousands of hectares of farmland resulting in significant increase in your income in particular and in food production for our growing population in general.

However, we cannot continue to exercise this vital activity without the help of you—our partner in national development. As you know, your payments for irrigation fees are used to meet the increasing cost of operation and maintenance of our irrigation canals and other facilities through out the country.

In this regard, therefore, we are sending you the attached statement of accounts as of _____ 1981 on Lot No. _____ which shows your respective unpaid irrigation fee account per year.

We would appreciate it very much if you could make early settlement of your account. However, if you are not yet ready to pay please acknowledge and confirm said statement of account by sending us back the attached confirmation reply.

If you have any problem regarding your account, or with our irrigation services, please feel free to visit us at the Office so we can mutually resolve the matter . . .

Thank you.

Very truly yours,

Irrigation Supt./ Head
or In-Charge of System

NATIONAL IRRIGATION ADMINISTRATION

RIS

First Tracer

Date

Mr./Mrs./Miss _____

Dear Sir/Madame,

This is to remind you of our confirmation letter dated _____
regarding your Statement of Account as of _____, 1981 on Lot
_____. Payment of your irrigation fee accounts will be
used in the repair and maintenance of the irrigation system to enable
us to deliver adequate irrigation water and to render good service.
What we are actually requesting is only a portion of what we have
given you through our irrigation facilities.

Your cooperation will be highly appreciated. Thanks.

Very truly yours,

Irrigation Superintendent/
Head or In-Charge System

lita

NATIONAL IRRIGATION ADMINISTRATION

RIS

Second Tracer

Date

Mr./Mrs./Miss _____

Dear Sir/Madame,

This is to follow-up our first tracer dated _____
requesting immediate response to our confirmation letter sent to you
on _____, 1981 regarding your account on Lot _____.

Please feel free to come to our office to confer with us should
you have problems in connection with your account with us.

Thank you.

Very truly yours,

Irrigation Superintendent/Head
or In-Charge of System

lita

NATIONAL IRRIGATION ADMINISTRATION

_____ RIS

Third Tracer

Date

Mr./Mrs./Miss _____

Dear Sir/Madame,

We wish to inform you that in spite of our previous personal follow-ups to our confirmation letter regarding your account with the NIA, no response has been received by this office yet. Please be advised that failure on your part to reply within thirty (30) days will consider your Statement of Account as correct and confirmed. Much to our regret, we will be compelled to refer this matter to our Legal Department for appropriate legal action.

Very truly yours,

Irrigation Superintendent/Head
or In-Charge of System

lita

RIS
List of Confirmation and Follow-Up Letters
For the Month of _____, _____

Lot Number	Lot Owner/ Irrigation User	Address	Date Issued				R e m a r k s
			Confirmation	1st Tracer	2nd Tracer	3rd Tracer	

PREPARED BY:

APPROVED BY:

Collection Officer/Assistant Irrig. Engineer/
Assistant Head of System

Irrigation Supt./Head or In-Charge
of System

Annex "G"

RIS

List of Confirmation Replies
For the Month of _____, _____

Lot Number	Lot Owner/ Irrigation User	Address	Amount of Account		Amount Confirmed		Difference	
			Kgs.	Cash	Kgs.	Cash	Kgs.	Cash
TOTAL								

Prepared By :

Approved By:

Collection Officer/Asst. Irrig. Engineer/
Assistant Head of System

Irrig. Supt./Head or In-Charge of System

