

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

MC# 25, s. 1981

MEMORANDUM CIRCULAR

THE ASSISTANT ADMINISTRATORS, DEPARTMENT DIRECTORS,
REGIONAL IRRIGATION DIRECTORS, PROJECT/OPERATIONS
MANAGERS, IRRIGATION SUPERINTENDENTS/HEADS OF SYSTEMS,
PROVINCIAL IRRIGATION ENGINEERS, REGIONAL/PROJECT
ACCOUNTANTS, CASHIERS/COLLECTING OFFICERS, BILLING
CLERKS AND ALL OTHERS CONCERNED,
National Irrigation Administration

SUBJECT: Submission of Reports on NIA Palay Stock Inventory,
Irrigation Fee Billing and Collections, etc.

For an effective monitoring of NIA palay stock, billings, collections, and remittances in our field offices and for verification and confirmation purposes, the following reports are required for submission, within ten (10) days after the covered period of the report, to the Assistant Administrator for Finance and Management, ATTENTION: NIA Treasury Department. The Regional/Project Accountant shall be furnished copies of these reports.

1. Monthly Inventory of NIA Palay Stock (Annex "A")- To be prepared and certified correct by the Property Custodian/In-Charge of NIA palay stock and to be approved by the Head of System. This shall be supported by Schedules 1 and 2 (forms attached).
2. a) Irrigation Fee-In-Kind Collections (Annex "B") b) Irrigation Fee cash collections & Remittances (Annex "C")- To be prepared monthly by the bill collector/deputized collector who certifies the same and to be approved by the Head of System.
3. Irrigation Fee Collectibles (Annex "D")- To be prepared and certified correct by the WMT/Watermaster every cropping season and to be approved by the Head of System.
4. Billed Irrigation Fee Collectibles (Annex "E")- To be prepared and certified by the billing clerk every end of the cropping season and to be approved by the Head of System.
5. PIO Collectors' Monthly Collections and Remittances (Annex "F")- to be prepared and certified correct by the PIO collector/deputized collector and to be approved by the Head of PIO.
6. Monthly List of Delinquent Collectors/Deputized Collectors (Annex "G")- To be prepared by the Cashier/Collecting Officer of System/PIO and certified correct by the Head of System/PIO. Delinquent collectors are those with unremitted collections of P500.00 or more.

For purposes of control, all collectors/deputized collectors in the system/PIO are required to present every end of the week all used and unused ORs and ARs to the Head of System/PIO who shall see to it that all collections up to the last OR and AR number issued for the week is included in the weekly reported collections being remitted. ~~After which~~, the Head of System/PIO shall sign and indicate the date when presented at the back of all the copies of the last OR and AR issued for the week. The next OR and AR number shall be the first to be issued the following week.

Strict compliance hereon is hereby enjoined.

(SGD.) MICHELLO R. ESTUAR
Administrator

In addition to the foregoing, please accomplish the attached form, Annex B, to be accomplished for every one of the three of the delinquent landowners whose names you have submitted to the Legal Staff.

Annex B is to be completed for the top three (3) delinquents should be the three (3) delinquents having the most number of years of delinquency, and one of the amount of unpaid irrigation fees. In the event the approved photo of a delinquent was not observed, the list of top three delinquents should be submitted to the Legal Staff.

(SIGNED) [Signature] J. J. J. J.
Administrator

February 3, 1977

Republika ng Pilipinas
PANGKALANG PANGKALAHAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

LETTER CIRCULAR

The Regional Irrigation Directors,
Project Managers, Project Engineers,
Irrigation Superintendents, and all
Others Concerned
This Agency

In order to complete the data submitted by your respective offices to the Legal Staff relative to the preparation of complaints and the evidence required in the successful prosecution of court cases for the collection of irrigation fees, you are hereby directed to prepare and submit the following documents:

1. Parcelary plan of the irrigation system, scale 1:10,000, showing the relative location of the land being irrigated in relation to irrigation facilities, accompanied by a sketch plan of allotment section with scale 1:4,000 showing the lot number and specific area involved, indicating therein also the name of the landowner, Certificate of Land Transfer holder and/or the lessee for identification purposes;
2. Certified true copy of the Title (OOT/TOI), Certificate of Land Transfer and Tax Declaration;
3. Statement of accounts (five copies);
4. Certified true copy of Irrigation Fee Register;
5. All requests for water delivery of the landowner or lessee;
6. Names of NIA personnel and assignations who were assigned to distribute water within the area during the period where delinquency is incurred, up to the present. This includes names of personnel who are in service or separated from the service by retirement or resignation and who are still living;
7. Certified true copy of the notice with respect to the official and formal opening of the system together with the layout indicating the irrigable area;
8. Proof of service of irrigation bills served to irrigation users;
9. Excerpt of report of crop planted pertaining to landowner, lessee, or C/LT holder being used, by cropping season from the time the delinquency is incurred; and,
10. Excerpt of request for exemption, if any, concerning water user indicated in No. 9 hereof.