

NATIONAL IRRIGATION ADMINISTRATION
NIA Building Complex, Epifanio delos Santos Ave.
Diliman, Quezon City
Tel. Nos. 97-60-71 to 78

MC # 42, s. 1981

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION DIRECTORS, PROJECT AND OPERATION MANAGERS, PROVINCIAL IRRIGATION ENGINEERS, PROJECT ENGINEERS, IRRIGATION SUPERINTENDENTS, CORPORATE AND REGIONAL/PROJECT AUDITORS, CHIEF CORPORATE ACCOUNTANT, REGIONAL AND PROJECT ACCOUNTANTS, AND ALL OTHERS CONCERNED.
National Irrigation Administration

SUBJECT : Instituting Restraint and Economy Measures in NIA Operations Due to the Poor Financial Status of the Agency

In consonance with the basic objective of management to operate NIA as a viable corporation and to develop a greater sense of involvement among NIA officials and employees towards this end, all NIA offices are hereby directed to observe proper and reasonable restraint in the utilization of resources to achieve cost-effectiveness in operations. Heads of offices are also exhorted to re-assess existing operational procedures and to initiate work simplification studies as well as studies to eliminate duplication and overlapping of functions.

The following are examples of areas of concern where retrenchment may be applied and where savings might be generated without affecting operations:

1. Use of government vehicles (which bears directly on gasoline consumption)
2. Purchase of Motor Vehicles and equipment
3. Personnel services
4. Travelling expenses
5. Contractual services (such as the use of security agencies and consultancy services)
6. Training, seminars and conventions
7. Use of supplies and materials
8. Office contributions
9. Other areas

Strict compliance with existing circulars, particularly on cost-saving circulars like regulations on use of government vehicles, and the exercise of reasonable prudence to conserve dwindling funds is expected from all NIA officials and employees if the NIA is to survive as a corporation.

We invite ideas that will reduce expenses and ideas that will generate more income for the agency. Send your recommendations to the Administrator, Attention: The Assistant Administrator for Finance and Management.


FIORELLO R. ESTUAR
Administrator

September 8, 1981