

MEMORANDUM CIRCULAR

TO : ASSISTANT ADMINISTRATORS, DEPARTMENT HEADS,
REGIONAL IRRIGATION DIRECTORS, OPERATIONS
MANAGER, PROJECT MANAGERS, IRRIGATION
SUPERINTENDENTS, AND ALL OTHER CONCERNED
National Irrigation Administration

SUBJECT : PREPARATION OF BILLING AND COLLECTION WORK PLAN AND
PARCELLARY MAP

For an effective monitoring of irrigation fee billing and collection activities in the field, all NIA irrigation systems, effective immediately, are required every cropping season to prepare, maintain and up-date the following:

1. Billing and Collection Work Plan - Before the start of every cropping season, the Chief of the system, as discussed during the 1st module of the Systems Management Seminar, shall prepare a work plan, using attached form, to serve as his guide in carrying out the various activities in billing and collection in the system. This work plan aims to accomplish a targetted work output within an allotted work time per work activity. It also determines the work efficiency of a system in billing and collection. The Chief of System, through a work plan, supervises the implementation of the billing and collection activities and sets a performance target for each personnel involved. The Regional Irrigation Director/Project/Operations Manager, who shall see to it that activities are carried out as planned in the systems, and the Treasury Department, NIA Central Office shall be furnished copies of the work plan as prepared before the start of the cropping season and as completed after the cropping season. ✓
2. Parcellary Map - As a ready and easy reference in the system, parcellary maps showing all the lots covered by the system with the area (ha.) indicated shall be prepared and posted in any appropriate available space in the system and also in the Office of the Chief of System. These maps shall be kept up-dated indicating therein lots planted, billed, paid and exempted.

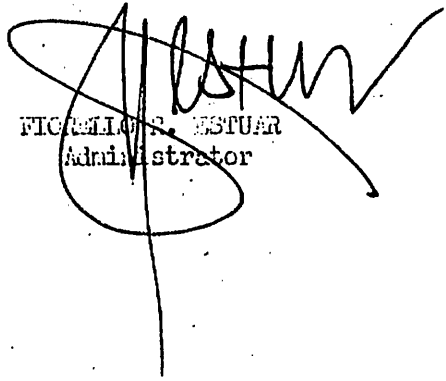
From the parcellary map therefore, billing and collection activities and work performance of personnel concerned can be closely and immediately monitored.

For uniformity, the following marks shall be used to indicate in the parcellary map the following information.

1. Green shade or Check - planted lots
2. Blue Check - billed lots
3. Red Check - lots with paid irrigation fees
4. Black X - lots exempted from irrigation fees

The Chief of System may indicate, as he desires, other necessary information using other marks.

Immediate compliance is hereby enjoined.


FICHELLO R. ESTUAR
Administrator

February 15, 1982

IRRIGATION FEE BILLING AND COLLECTION WORK PLAN

For Cropping Season, CY RIS
 Period Covered

Lots to be Irrigated Lots
 Area to be Irrigated Has.

I. BILLING

Work Activity	Frequency	Targeted Work Time		Targeted Work Output	Actual* Work Output	Work Efficiency* by vs. Target%	Remarks
		From	To				
A. Preparation & Submission of LIPA:							
1. Conduct ocular inspection of areas planted.							
2. Prepare and submit LIPA.							
B. Preparation of Bills:							
1. Prepare Bills.							
2. Prepare List of Billed Irrigation Fee Collectibles (LBIFC).							
C. Preparation of LLRCF & ALLP: & Correction of Bills:							
1. Conduct ocular survey on lots planted but not benefited.							
2. Prepare LLRCF and ALLP.							
3. Review and approve LLRCF and ALLP.							
4. Correct, adjust and cancel final bills.							
5. Check, verify and review bills and LBIFC against the LIPA, LLRCF and ALLP.							
6. Approve and sign bills and LBIFC.							
D. Distribution of Bills:							
1. Sort bills by division/zone/section and distribute to collection team leaders.							
2. Distribute bills to irrigation users.							

II. COLLECTION

Notes See back for collection.

* To be accomplished at the end of the cropping season.

