

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
NIA Building Complex, Epifanio delos Santos Ave.
Diliman, Quezon City
Tel. Nos. 97-60-71 to 78



MC # 22, s. 1982

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION DIRECTORS, PROJECT/ OPERATION MANAGERS AND PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS AND OFFICERS-IN-CHARGE OF SYSTEMS, CHIEF CORPORATE ACCOUNTANT AND REGIONAL/ PROJECT ACCOUNTANTS, CORPORATE AUDITOR AND REGIONAL/ PROJECT AUDITORS AND ALL OTHERS CONCERNED

National Irrigation Administration

SUBJECT : COLLECTION OF UNPAID ACCOUNTS OF NIA PERSONNEL

In a recent verification of irrigation service fee and pump amortization accounts in the different national irrigation systems and PIOs in the NIA, it has been noted that there are many employees of our Agency who have outstanding accounts amounting to more or less P1M as of December 31, 1981. To set an example and convince other irrigation users/pump recipients to pay their accounts with the NIA, appropriate steps to collect the unpaid accounts of NIA employee irrigation users/pump recipients shall be taken.

In this connection, RIDs, Project/Operation Managers are hereby directed to require all Heads of Systems/PIOs under their respective jurisdiction to prepare and submit immediately list of NIA employees with outstanding accounts on irrigation service fees/pump amortizations (Annexes "A-1" and "A-2") to the Regional/Project Accountant who shall prepare collection letters to said NIA employees using the attached forms (Annexes "B-1" and "B-2"). Arrangements for the settlement of their accounts shall be made with the Head of System/PIO. The attached authorization form (Annex "C") shall be used if payments is through payroll deduction. Any personnel who refuses to cooperate in this regard may be administratively liable for non-payment of just debt to the Agency. The pro forma semi-annual progress reports (Annexes "D-1" & "D-2") shall be submitted within 15 days from the last day of the period covered by the report to the Office of the Assistant Administrator for Finance and Management, Attention: Treasury Department.

Compliance hereof is strictly enjoined.


FIONELLO R. ESTUAR
Administrator

22
April 20, 1982

ANNEX "B-1"

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

(Date)

MEMORANDUM to:

Sir/Madam:

Our Agency has embarked on a nationwide collection improvement program, in line with the corporate thrust to become viable, i.e., self-sufficiency.

In an inventory of unpaid accounts, we have noted that you are a landowner/CLT holder/leaseholder of a parcel of land identified as Lot No. _____, situated at _____, with an approximate area of _____ has. and as such you have an outstanding obligation amounting to P _____ as irrigation service fees due to NIA _____, as of _____, 198 ____.

Since you work for the Agency and derive income therefrom, it will not be asking too much if you are requested to settle your unpaid accounts with the Agency. Furthermore, government personnel may administratively become liable for non-payment of just debts to the government.

You are therefore requested to pay your unpaid accounts with your System's Cashier or make the necessary arrangement with your Irrigation Superintendent on how to settle your accounts.

Please be informed that your Irrigation Superintendent is required by this Office to submit periodic reports on these matters so please cooperate.

Very truly yours,

(Regional Irrigation Director/Operations/Project
Manager

cc: The Irrigation Superintendent
File

ANNEX "B-2"

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

(Date)

MEMORANDUM to;

Sir/Madam;

Our Agency has embarked on a nationwide collection improvement program, in line with the corporate thrust to become viable, i.e., self-sufficiency.

In an inventory of unpaid accounts, we have noted that you are a pump recipient identified as Project No. _____ and as such you have an outstanding obligation amounting to P _____ as amortization, including penalties and surcharges due to NIA- _____ Provincial Irrigation Office as of _____, 198 ____.

Since you work for the Agency and derive income therefrom, it will not be asking too much if you are requested to settle your unpaid accounts with the Agency. Furthermore, government personnel may administratively become liable for non-payment of just debts to the government.

You are therefore requested to pay your unpaid accounts with your PIO's Cashier or make the necessary arrangements with your Provincial Irrigation Engineer on how to settle your accounts.

Please be informed that your Provincial Irrigation Engineer is required by this Office to submit periodic reports on these matters so please cooperate.

Very truly yours,

(Regional Irrigation Director)

cc: The Provincial Irrigation Engineer
File

ANNEX "C"

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

(Date)

AUTHORIZATION

This is to authorize M _____ of

(Name and Address of System/PIO) to deduct
the amount of P _____ from the quincena/monthly salary due the
undersigned effective _____ until the amount of
P _____ shall have been fully paid to the satisfaction of
the National Irrigation Administration.

This authorization is issued at my own instance voluntarily and
without any mental reservation whatsoever.

(Signature)

ANNEX "A-1"

LIST OF NIA EMPLOYEES
WITH OUTSTANDING IRRIGATION SERVICE FEE ACCOUNTS
RIS

as of _____, 19__

NAME OF EMPLOYEES	IF LESSEE	LOT. NO.	L O C A T I O N	AREA IN HA.	OUTSTANDING ACCOUNT	
	NAME AND ADDRESS OF LANDOWNER				NEW ACCOUNT	OLD ACCOUNT
:	:	:	:	:	Kgs.: P	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	: Kgs.: P	:
TOTAL :	:	:	:	:	:	:

PREPARED BY:

APPROVED BY:

Billing/Accounting Clerk

Irrigation Superintendent

ANNEX "D-1"

[illegible]

NOTED:

Regional Irrigation Director/
Project/Operation Manager

ANNEX "D-2"

SEMI-ANNUAL PROGRESS REPORT ON PUMP
AMORTIZATION COLLECTION FROM NIA EMPLOYEE-RECIPIENTS, CY 19____
(Period Covered: _____)

Name of PIO _____ Region _____

[illegible]

PREPARED BY:

CERTIFIED CORRECT:

NOTED:

Billing/Accounting Clerk

Provincial Irrigation Engineer

Regional Irrigation Director: