

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

Me No. 41, S. 1982

Memorandum Circular

TO : All Regional Irrigation Director, Project Managers,
Provincial Irrigation Engineers, Irrigation Superin-
tendents, and all others concerned.

SUBJECT : Preparation of Annual Regional Budget Estimates

National Budget Memorandum No. 26 was issued to give meaning to the declared policy of the State that the formulation of the National Budget be done within the context of a regionalized government structure. This memorandum provides that budget estimates of regionalized national government agencies take into consideration the goals, plans and requirements of the regional offices in the interest of full government response to local thinking and initiative.

In this connection, the annual agency budget for capital outlays shall be prepared in accordance with this memorandum circular.

A. General Guidelines

1. Agency budget shall be based on consolidated regional budget estimates.
2. Regional budget estimates shall consider the goals, plans and requirements of the region in terms of identified specific economic, social, demographic and agricultural needs/problems the regional office must attend to.
3. The development priorities for the region as identified by the Regional Development Council should be considered in the preparation of regional budget estimates.

B. Procedure

1. All RID's, in coordination with Project Managers and other field officials, shall conduct consultative meetings with the RDC for the region as well as other agencies, local governments and selected sectors of the population on or before January of the year preceeding the budget year.
2. The RID's shall require each foreign-assisted project, provincial irrigation office, and irrigation system to prepare budget estimates for capital outlays using attached form. A draft regional budget estimate shall be prepared by the RID based on the budget estimates submitted by the field offices.
3. At the initiative of the regional office, budget consultations on a draft regional budget estimate shall be conducted with representatives from the RDC, other agencies, local governments, interest groups and civic associations. This shall be done on or before February of the year preceeding the budget year. Highlights of the hearings/consultations shall be appended to the proposed regional budget estimate.
4. The draft budget estimates shall be reviewed and revised by the RID to come up with a proposed regional budget estimate which shall be submitted to the Office of the Administrator, Attn: Controllershship Department on or before February 28 of the year preceeding the budget year.

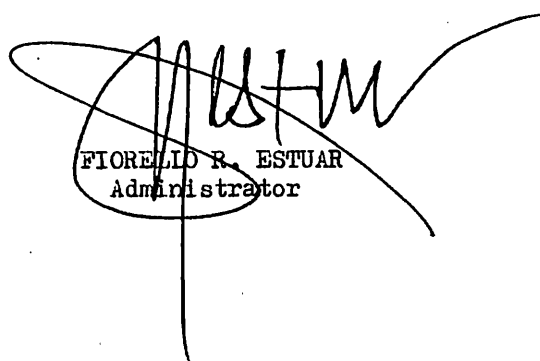
5. Staff representatives from the Corporate Planning Group, Programming Division (MSD), Budget Division, Construction Management Department, and others to be named by the Administrator shall conduct a technical review of the proposed regional budget estimates before submission to the EXCOM for final review.

6. All RID's are advised to be prepared for the presentation and defense of their respective regional budget estimates on a meeting with the EXCOM in the month of March of the year preceeding the budget year at the NIA Penthouse.

7. The final agency budget shall be submitted to the Ministry of the Budget on April 5 of the year preceeding the budget year.

For compliance.

July 19, 1982


FIORELLO R. ESTUAR
Administrator

REGIONAL INFRASTRUCTURE AND INVESTMENT PROGRAM

BUDGET YEAR 19__

REGION:

| PROJECTS (Indicate by asterisk * if foreign-assisted) | Year Started (1) | Year of Completion (2) | | | PREVIOUS YEAR FY 19 | | BUDGET YEAR CY 19 | | BUDGET YEAR + BY 19 | |
|--|----------------------------|----------------------------------|--|--|---------------------------|------------------------------|---------------------------|--------------------------------|---------------------------|-------------------------------|
| | | | Cumulative % Completion as of (3) | Cumulative Obligation as of (4) | % of Completion (5) | Actual Obligations (6) | % of Completion (7) | Estimated Obligation (8) | % of Completion (9) | Project Obligation (10) |
| ON-GOING | | | | | | | | | | |
| NEW (List and rank by priority) | | | | | | | | | | |

PREPARED BY:

APPROVED BY:

Regional Director

Date: