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

MC # 54, s. 1982

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, DEPARTMENT DIRECTORS, REGIONAL IRRIGATION DIRECTORS, PROJECT MANAGERS, PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS, PROJECT ENGINEERS, AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : GUIDELINES IN THE DISPOSITION OF BUILDINGS NOT USED AS OFFICES

For your information, guidance and implementation in the disposition of buildings not used as offices, the following guidelines are hereby promulgated.

I. Quarters/Staff Houses for Residential Purposes

1. The following employees who by the nature of their work are on call beyond the regular 8-hour work day and 5-day work week are entitled to free quarters, excluding electricity and water.
 - a. Regional Irrigation Director, Provincial Irrigation Engineer, Irrigation Superintendent, Gatekeeper of major gate, Watermaster, Regional Auditor.
 - b. Project Manager, Assistant Project Manager, Chief of Construction Field Office, Project Engineer, Project Auditor.
 - c. Operation Manager, Chief of District, Chief of Dam and Reservoir Division, Chief of Canili-Diayo Dam Section.
- ✓2. Quarters/Dormitories and Staff houses owned by the NIA shall be rented to other persons, with priority given to NIA employees, in accordance with these guidelines.
3. Buildings rented for residential purposes shall be provided by the NIA with separate meter for electricity and for water. Bills for the same shall be charged to the user/s.
4. Minor repairs, cleanliness of quarters and beautification of immediate environs shall be the responsibility of the tenant/s. The NIA shall undertake major repairs of the buildings.
5. Only immediate members of the family of the tenant (spouse, parents and unmarried legitimate children) shall be allowed to live in the same unit (for free quarters).
6. Occupants shall at all times maintain proper decorum and abide by rules and regulations promulgated by the Regional Irrigation Director/Project Manager/Operation Manager, as approved by the Administrator.

II. Quarters for NIA Employees/Officials on Official Business

1. NIA Officials/employees on official business shall be allowed to use NIA quarters.
- ✓2. Accounts of NIA officials/employees shall be billed to the central office supported by a monthly report of quarters utilization using the rates prescribed under III B or IV

as the case may be, which shall be charged to the proper project fund or any available fund in the central office,

3. To effect payment on bills, the central office, Controllershship Department shall draw a Journal Voucher charging the appropriate fund.

III. Rental Rates

- A. For permanent residents, excluding electricity and water and depending on size and condition of the building.

Facility	NIA employee	Non-NIA employee
1. Single detached house	50 to 100/mo.	Prevailing rate
2. Row house	40 to 80/mo.	Prevailing rate
3. Dormitory type	20-30/mo./room	Prevailing rate
B. For transients, bed space inclusive of electricity, water and minimum furnishings as bed, table, chairs & linen but exclusive of meals.	without air-con P3/bed/day with aircon P10/bed/day	Prevailing rate Prevailing rate

IV. Rates for guest house in Pantabangan and MRDP

Until further notice current rates for Pantabangan and MRDP guest houses shall be in force.

V. Buildings and Facilities for Conference/Training Purposes

Rental of buildings for conference/or training purposes shall be on a per-use basis computed at a rate that shall enable the NIA at least to break even on actual expenses for the duration of the activity for which said building is rented.

VI. Contracts

In all cases a contract of lease for residential purposes should be executed, renewable on an annual basis. The respective NIA/TE/ON shall sign the contract for the NIA, copy furnished the Treasury Department.

VII. Accounting System and Reports

Income generated from rentals of quarters/staff houses shall be accounted for according to existing government accounting and auditing rules and regulations.

Each project/region/UPRIS shall submit to the Assistant Administrator for Finance & Management, attention: Treasury Department, a quarterly report on the income generated under this MC, due ten days after the end of the quarter. See sample form attached. The first report shall be as of December 31, 1982.

THIS MC TAKES EFFECT IMMEDIATELY AND MODIFIES IN PART OR IN WHOLE ALL PREVIOUS ISSUANCES CONTRADICTORY TO THE ABOVE.

(SGD.) FIORELLO R. ESTUAR
Administrator

September 27, 1982

REGION II
Region/Project

QUARTERLY REPORT ON QUARTERS UTILIZATION
From October 1 to December 31, 1982

Attachment to MC " 54, s. 1982

NAME	POSITION	UNIT/OFFICE	TYPE OF BUILDING	DURATION OF STAY	A M O U N T		R E M A R K S
					Quarters Rate	TOTAL	
I. <u>PERMANENT RESIDENTS</u>							
1. Reynaldo Libatique	RID	Region II	Single Detached	3 mos.	-	-	Free Lodging
2. Juan Reyes	Irrig. Supt.	Abulog RIS, R-2	-do-	3 mos.	-	-	-do-
3. Mario Lopez	Reg'l Adm. (ffr.	Administrative Div. Region 2	ROW House	3 mos.	P50/mo.	P150.00	
4. Maria Cabasal	Sr. Methods Engr.	Region 2	Dorm. Type	3 mos.	P20/mo.	P 60.00	
II. <u>TEMPORARY RESIDENTS</u>							
1. Anna Garcia	Info. Writer	PAID, C.O.	Dorm. Type	Oct. 9-13	P 3/day	P 15.00	Charged to Central Office
2. Linda Cruz	Training Offr.	Training Div., C. O.	-do-	Nov. 1-10	P10/day	P100.00	Charged to Central Office
3. Ric Molina	Med. Specialist	MOH, Mla.	Single Detached	Dec. 1-5	P25/day	P125.00	Non-NIA
				T O T A L	-	P450.00	

PREPARED BY: -

SUBMITTED BY:

Administrative Officer

Regional Irrigation Director

jean
10/4/82