

REPUBLICA NG PILIPINAS
PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
LUNGSOD NG QUEZON

MC # 31, s. 1984

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS
AND STAFFS, REGIONAL IRRIGATION DIRECTORS, PROJECT
AND OPERATION MANAGERS, PROVINCIAL IRRIGATION
ENGINEERS, IRRIGATION SUPERINTENDENTS AND ALL
OTHERS CONCERNED
THIS AGENCY

SUBJECT : LIST OF PERIODIC REPORTS FROM THE FIELD

FOR THE INFORMATION AND GUIDANCE OF ALL CONCERNED, ATTACHED IS THE LIST OF PERIODIC REPORTS TO BE SUBMITTED BY FIELD/PROJECT OFFICES TO APPROPRIATE DEPARTMENTS IN THE CENTRAL OFFICE. TO BE USEFUL THESE REPORTS SHOULD BE SUBMITTED WITHIN THE DEADLINE INDICATED ON THE LIST. OFFICES WITH NOTHING NEW TO REPORT SHOULD NEVERTHELESS SEND A RADIO MESSAGE ON THE REGULAR REPORTING DATE INFORMING THE DEPARTMENT CONCERNED THAT THE DATA SUBMITTED ON A SPECIFIC REPORTING DATE ARE STILL CURRENT, OR THAT THERE IS NO CHANGE IN DATA PREVIOUSLY REPORTED.

THE REPORTS SHALL BE ON THE USUAL FORMS THAT YOU HAVE BEEN SUBMITTING. UNLESS OTHERWISE INDICATED SEND ONLY ONE COPY TO CENTRAL OFFICE. SOME FORMS HAVE BEEN REVISED AND THE SAME ARE IDENTIFIED IN THE LIST. A COPY OF THE REVISED FORM ONLY IS ATTACHED AS ANNEX B.

IN THIS CONNECTION, IT IS INFORMED THAT ONLY CHIEFS OF DEPARTMENTS OR ABOVE ARE AUTHORIZED TO REQUIRE FIELD OFFICES TO SUBMIT REPORTS OTHER THAN THOSE MENTIONED IN ATTACHED LIST.

AT THE SAME TIME, THE CENTRAL OFFICE OFFICIALS ARE ENJOINED TO SIMPLIFY FURTHER THE REPORTS REQUIRED BY THEIR DEPARTMENT AND COORDINATE DATA GATHERING WITH OTHER CENTRAL OFFICE DEPARTMENTS THAT MAY HAVE ALREADY REQUESTED FOR SUCH DATA IN ORDER TO AVOID DUPLICATION OF REPORT PREPARATION BY FIELD OFFICES. THEY SHALL REVIEW FROM TIME TO TIME THE NECESSITY FOR THOSE PERIODIC REPORTS, UPDATE THEM AND DISCONTINUE REQUIRING THEM AS SOON AS THEY BECOME OBSOLETE. FIELD OFFICES ARE LIKEWISE ENJOINED TO SUGGEST IMPROVEMENTS IN OUR REPORTING SYSTEM.

ALL PERIODIC REPORTS PREVIOUSLY SUBMITTED/REQUIRED BUT ARE NOT INCLUDED IN ANNEX A OF THIS MC SHALL NO LONGER BE SUBMITTED. THIS MC COVERS ONLY THE PERIODIC REPORTS TO BE SUBMITTED REGULARLY BY FIELD OFFICES TO CENTRAL OFFICE AND DOES NOT AFFECT WHATEVER INTERNAL OR LOCAL REPORTING SYSTEM THE INDIVIDUAL FIELD OFFICES MAY BE IMPLEMENTING.

THIS MEMORANDUM CIRCULAR TAKES EFFECT IMMEDIATELY. PLEASE BE GUIDED ACCORDINGLY.

(SGD.) CESAR L. TECH
ADMINISTRATOR

PURS/11984

REGULAR REPORTS THAT FIELD OFFICES SHOULD CONTINUE
TO SUBMIT TO CENTRAL OFFICE

<u>REPORTS</u>	<u>TO BE SUBMITTED BY</u>	<u>DEADLINE FOR SUBMISSION</u>
<u>CONSTRUCTION MANAGEMENT DEPARTMENT</u>		
1. MONTHLY PROGRESS REPORTS (INCORPORATING FAMIS II) TOGETHER WITH REQUIRED EXHIBITS.	FOREIGN-ASSISTED & LOCALLY FUNDED PROJECTS	5TH DAY OF SUCCEED- ING MONTH.
2. CODED REPORTS	-DO-	25TH DAY OF EVERY MONTH
3. QUARTERLY PROGRESS REPORT	FOREIGN-ASSISTED PROJ.	15TH DAY OF THE MONTH AFTER THE QUARTER
<u>INSTITUTIONAL DEVELOPMENT DEPARTMENT</u>		
1. ACCOMPLISHMENT/PROGRESS REPORT	ACD/IDD OF REGION OR PROJECT	15 DAYS BEFORE END OF QUARTER
2. STATEMENT OF DISBURSE- MENT (NIA BAYER)	-DO-	15 DAYS BEFORE END OF QUARTER
3. NIA BAYER SEASONAL REPORT	-DO-	30 DAYS AFTER CROPPING SEASON
4. AGRICULTURAL PROGRESS REPORT	FOREIGN-ASSISTED PROJECTS	45 DAYS AFTER CROPPING SEASON
5. INPUT-OUTPUT MONITORING	-DO-	45 DAYS AFTER CROP- PING SEASON
<u>SYSTEM MANAGEMENT DEPARTMENT</u>		
1. C-IR(REHAD OF NAT'L. SYSTEM)	LOCALLY FUNDED PROJECTS	END OF THE MONTH
2. O & M MONITORING REPORT (M-CURVE)	REGIONAL OFFICE	15TH DAY OF SUCCEED- ING MONTH
3. RESEARCH REPORT RDD FORM 3 B	REGIONAL OFFICE/PRO- JECT OFFICE	ONE MONTH AFTER EACH SEASON
4 B	-DO-	TWO MONTHS AFTER STUDY IS COM- PLETED
4. A) REPORT ON IRRIGATED & BENEFITED AREA BY SYSTEM. SEE ATTACHED ANNEX B1	REGIONAL OFFICE	FEBRUARY 15 EVERY YEAR
B) HARVEST REPORT ON BENEFITED AREAS BY SYSTEM	REGIONAL OFFICE	-DO-
C) COST OF PRODUCTION	-DO-	-DO-

<u>REPORTS</u>	<u>TO BE SUBMITTED BY</u>	<u>DEADLINE FOR SUBMISSION</u>
5. STATEMENT OF ESTIMATED INCOME & EXPENSES OF DEMO FARMS	REGIONAL OFFICE/PROJ. OFFICE	SEPT. 30, EVERY YEAR
6. STATEMENT OF ACTUAL INCOME & EXPENSES OF DEMO FARM (CARBON COPY)	-DO-	10 DAYS AFTER PRODUCE HAS BEEN DISPOSED OF EVERY SEASON

EQUIPMENT MANAGEMENT DEPARTMENT

1. SUMMARY REPORT OF OPERATION & MAINTENANCE & REPAIR COST (EM-12A) (BY OFFICE)	REGIONAL OFFICE, PIOs SYSTEMS	15TH DAY OF SUCCEEDING MONTH
2. REPAIR PROGRESS REPORT	REGIONAL OFFICE	-DO-
3. EQUIPMENT UTILIZATION REPORT (EM-3A) ACCOMPANIED BY CONTRACT (COPY ONLY)	REGIONAL OFFICE	-DO-
4. MONTHLY ACCOMPLISHMENT REPORT PUMP IRRIGATION PROGRAM (FORM 2-ED)	REGIONAL OFFICE AND PIOs	10TH DAY OF SUCCEEDING MONTH
5. PROGRAM OF WORK (EM-9) REVISED	REGIONAL OFFICE	15 DAYS BEFORE BEGINNING OF THE QUARTER
6. PREVENTIVE MAINTENANCE INSPECTION SCHEDULE	-DO-	AT THE BEGINNING OF THE SEMESTER
7. PREVENTIVE MAINTENANCE INSPECTION REPORT	-DO-	AFTER EVERY INSPECTION

COMMUNAL IRRIGATION DEVELOPMENT & IMPROVEMENT PROJECT (CIDIP)

1. PHYSICAL AND FINANCIAL STATUS REPORT FOR THE PRE-CONSTRUCTION ACTIVITIES OF CIP/CPID FORM # 3 ATTACHED AS ANNEX B2	REGIONAL OFFICE WITH CIDIP	END OF THE MONTH
2. CODED REPORTS	-DO-	25TH DAY OF THE MONTH
3. ACCOMPLISHMENT PROGRESS REPORT IOS & ICOS	-DO-	END OF THE MONTH
4. INVENTORY OF CIP/CIS TO UPDATE ACCOMPLISHMENT (CCIPMOS FORM # 4)	REGIONAL OFFICE W/ CIDIP	10TH DAY AFTER THE QUARTER
5. REPORT ON INVESTIGATION & SURVEY (CPID FORM P-1 ATTACHED) AS ANNEX B3	-DO-	15TH DAY AFTER THE QUARTER
6. REGIONAL ANNUAL PROGRAM	REGIONAL OFFICE W/ CIDIP	DECEMBER 15 EVERY YEAR

REPORTS

TO BE SUBMITTED BY

DEADLINE FOR
SUBMISSION

CONTROLLERSHIP DEPARTMENT

1. CHECKS ISSUED AND CANCELLED	REGIONAL OFFICE; PROJECT OFFICE	10TH DAY OF SUCCEEDING MONTH
2. COST SUMMARY REPORT	-DO-	-DO-
3. REPORT OF DISBURSEMENT	PROJECT OFFICE	-DO-
4. TRIAL BALANCE	REGIONAL OFFICE; PROJECT	20TH OF EVERY MONTH
5. REPORT OF COLLECTION	-DO-	10TH OF EVERY MONTH
6. DISBURSING OFFICER'S ACCOUNT BALANCES	-DO-	10TH DAY AFTER END OF QUARTER
7. STATEMENT OF CHARGES TO ACCOUNTS PAYABLE	-DO-	-DO-
8. STATEMENT OF PERTY CASH ADVANCES AND LIQUIDATION/ REFUND	-DO-	-DO-
9. COLLECTING OFFICERS' ACCOUNT BALANCES	REGIONAL OFFICE & PROJECT	-DO-
10. STATEMENT OF SUB-ALLOTMENT RELEASES	-DO-	-DO-
11. STATEMENT OF COLLECTION AND REMITTANCES	-DO-	-DO-
12. STATEMENT OF CASH ADVANCE AND DISBURSEMENT	-DO-	-DO-
13. OTHER OFFICERS ACCOUNT BALANCES	-DO-	-DO-
14. BILLED IRRIGATION FEE COLLECTIBLE	-DO-	CROPPING SEASON

TREASURY DEPARTMENT

1. CODED ADVANCE REPORT OF COLLECTION (RADIO-GRAM) FOR ISF, PUMP AMORTIZATION, CIS AMORTIZATION & EQUIPMENT RENTAL	REGIONAL OFFICE SYSTEM & PIO	ON THE 15TH DAY OF SUCCEEDING MONTH
2. REPORT OF OFFICIAL RECEIPT RECEIVED, ISSUED AND BALANCES	REGIONAL OFFICE, SYSTEM & PIO	15TH DAY AFTER EVERY SEMESTER
3. STATUS OF RECONCILIATION OF ACCOUNTABLE OFFICERS ACCOUNT BALANCES	REGIONAL OFFICE	-DO-

<u>REPORTS</u>	<u>TO BE SUBMITTED BY</u>	<u>DEADLINE FOR SUBMISSION</u>
4. LIST OF OFFICIALS & EMPLOYEES WITH CASH ADVANCES	REGIONAL OFFICE, SYSTEM, P10 & PROJECTS	JANUARY 15 OF EVERY 3 YEARS
5. COLLECTION EFFICIENCY REPORT FOR IRRIGATION SERVICE FEE	REGIONAL OFFICE	15TH DAY AFTER EVERY QUARTER
6. STATUS OF ACCOUNT RECEIVABLE ON PUMP AMORTIZATION	REGIONAL OFFICE & P10	-DO-
7. STATUS OF CIS ACCOUNT RECEIVABLE	REGIONAL OFFICE & P10	-DO-
8. EQUIPMENT RENTAL BILLING & COLLECTION REPORT	REGIONAL OFFICE, SYSTEM & P10	-DO-
9. STATEMENT OF INCOME & EXPENSES	REGIONAL OFFICE, SYSTEM & P10	15TH DAY AFTER EVERY SEMESTER
10. ISF COLLECTION FROM IRRIGATORS ASSOCIATIONS	REGIONAL OFFICE & SYSTEMS	-DO-
11. SUBMISSION OF SWORN STATEMENT OF REAL PROPERTIES UNDER PD 464	REGIONAL OFFICE	-DO-

PERSONNEL & RECORDS MANAGEMENT DEPARTMENT

1. SEPARATION REPORT	REGIONAL OFFICE, SYSTEM, P10	JULY 31 & JANUARY 31 EVERY YEAR
2. REPORT ON PERSONNEL STRENGTH	-DO-	15 DAYS AFTER EVERY QUARTER
3. REPORT OF LEAVES EARNED, ENJOYED & BALANCES	-DO-	JULY 31 EVERY YEAR
4. REPORT ON PROSPECTIVE RETIREES UNDER GRATUITY	-DO-	NOV. 30 EVERY YEAR
5. TRAINING CALENDAR	REGIONAL OFFICE	OCT. 31 EVERY YEAR
6. TRAINING COMPLETION REPORT	-DO-	10 DAYS AFTER COMPLETION

REGIONAL/SPECIAL PROJECT

SUMMARY REPORT OF IRRIGATED AND BENEFITED AREAS.
January 1 to December 31, _____

SHEET _____ OF _____

[illegible]

See Notes
at the back hereof

PREPARED BY:

PHYSICAL AND FINANCIAL STATUS REPORT
PRE-CONSTRUCTION ACTIVITIES OF CIP/CIS
FOR THE PERIOD ENDING _____ 19____

ANNEX "B2"
MC #31, S. 1984

CIDIP FORM 3

Page 1 of 3

REGION PROVINCE

A. INVESTIGATION

PROJECT/LOCATION	ESTIMATED AREA (Has.)	INVESTIGATION EXPENDITURES		STAFF GAGE INSTALL. & MAINT. EXPENDITURES		PROFILE WRITING EXPENDITURES		AGRO.ECO. DATA GATHERING EXPENDITURE		RESULT OF INVESTIGATION
		This Month:	To Date	This Month:	To Date	This Month:	To Date	This Month:	To Date	
		Started:	Date	Started:	Date	Started:	Date	Started:	Date	
		Completed:	Installed	Completed:	Installed	Completed:	Installed	Completed:	Installed	
		Started:	Date	Started:	Date	Started:	Date	Started:	Date	
		Completed:	Installed	Completed:	Installed	Completed:	Installed	Completed:	Installed	
		Started:	Date	Started:	Date	Started:	Date	Started:	Date	
		Completed:	Installed	Completed:	Installed	Completed:	Installed	Completed:	Installed	
		Started:	Date	Started:	Date	Started:	Date	Started:	Date	
		Completed:	Installed	Completed:	Installed	Completed:	Installed	Completed:	Installed	
		Started:	Date	Started:	Date	Started:	Date	Started:	Date	
		Completed:	Installed	Completed:	Installed	Completed:	Installed	Completed:	Installed	

REMARKS:

PHYSICAL AND FINANCIAL STATUS REPORT
PRE-CONSTRUCTION ACTIVITIES OF CIP/CIS
FOR THE PERIOD ENDING 19

ANNEX "B2"
MC #31, s. 1984
CIDIP FORM 3
Page 2 of 3

REGION _____ PROVINCE _____

B. DETAILED SURVEY

[illegible]REMARKS: _____

PHYSICAL AND FINANCIAL STATUS REPORT
PRE-CONSTRUCTION ACTIVITIES OF CIP/CIS
FOR THE PERIOD ENDING _____, 19__

ANNEX "B2"
MC #31, s. 1984
CIDIP FORM #
Page 3 of 3

REGION _____ PROVINCE _____

C. FINANCIAL STATUS

PARTICULARS	INVESTIGATION (P)	STAFF GAGE INSTALLATION & MAINTENANCE (P)	PROFILE WRITING (P)	AGRO.ECO.DATA GATHERING (P)	PADDY MAPPING (P)	TOPO SURVEY (P)	DETAILED SURVEY (P)	GOH & CONT. (P)	TOTAL (P)
I - BALANCE AS OF	:	:	:	:	:	:	:	:	:
II - ADD: REPLENISHMENTS/ AMOUNTS RECEIVED	:	:	:	:	:	:	:	:	:
ASA# DATE	:	:	:	:	:	:	:	:	:
TOTAL	:	:	:	:	:	:	:	:	:
III - LESS: EXPENSES . FROM	:	:	:	:	:	:	:	:	:
Date	:	:	:	:	:	:	:	:	:
NAME OF PROJECT	:	:	:	:	:	:	:	:	:
TOTAL	:	:	:	:	:	:	:	:	:
IV - BALANCE AS OF	:	:	:	:	:	:	:	:	:

SUBMITTED:

Provincial Irrigation Engineer

QUARTERLY/ANNUAL REPORT
INVESTIGATION & SURVEY

ANNEX "B3"
MC #31, s. 1984
CIDIP Form P-1

REGION _____ MONTH _____

[illegible]

REPUBLIKA NG PILIPINAS
 PAMBANSANG PANGASIWAAN NG PATUBIG
 REHIYON _____
 LINGKURANG PATUBIG NG _____

ESTIMATED COST OF PRODUCTION PER HECTARE
 FROM OTHER CROPS FOR CY _____

	WET/DRY SEASON <u>CROP</u>
1. AREA IRRIGATED	_____
2. TOTAL YIELD	_____
3. AVERAGE YIELD	_____
4. COST OF PRODUCTION	_____
A. COST OF SEEDS	VALUE (P) _____
B. LAND PREPARATION	_____
1. PLOWING	_____
2. HARROWING	_____
3. REPAIR OF DIKES	_____
C. PLANTING	_____
1. MULCHING	_____
2. PLANTING	_____
3. WEEDING	_____
4. REPLANTING	_____
D. LABOR OF FERTILIZING AND SPRAYING	_____
E. HARVESTING, HAULING, SORTING, DRYING	_____
F. CLEANING, CLASSIFYING, BRAIDING, BUNDLING	_____
G. FERTILIZERS	_____
H. PESTICIDES & STICKERS	_____
I. MULCHING MATERIALS	_____
J. IRRIGATION FEE	_____
K. USE OF LAND (RENTAL)	_____
L. DEPRECIATING OF FARM IMPLEMENTS & EQUIPMENTS	_____
M. MISCELLANEOUS	_____
TOTAL	_____
5. GROSS INCOME	_____
6. NET INCOME	_____

PREPARED BY: _____

SUBMITTED BY: _____

IRRIGATION SYSTEM
HARVEST REPORT
AGRICULTURAL YEAR 19_____

DIVISION	W E T C R O P				:	A N N U A L C R O P				:	W E T C R O P				:	REMARKS
	R I C E				:	O T H E R S				:	R I C E				:	
	AREA	AVE.	TOTAL	AREA	:	AREA	AVE.	TOTAL	AREA	:	AREA	AVE.	TOTAL	AREA	:	
	PLANTED	YIELD	YIELD	PLANTED	:	PLANTED	YIELD	YIELD	PLANTED	:	PLANTED	YIELD	YIELD	PLANTED	:	
	(Ha.)	(Cav.)	(av.)	(cav.)	:	(Ha.)	MT/Ha.	(MT.)	(Ha.)	:	(Ha.)	(Cav.)	(Ha.)	(Ha.)	:	

TOTAL
(SYSTEM)

T

PREPARED BY

SUBMITTED BY: