

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

MC No. 22 S. 1985

MEMORANDUM CIRCULAR

**T O :** ALL REGIONAL IRRIGATION DIRECTORS, PROJECT/OPERATIONS MANAGERS, IRRIGATION SUPERINTENDENTS AND/OR OFFICERS IN CHARGE OF NATIONAL IRRIGATION SYSTEMS AND ALL OTHERS CONCERNED  
National Irrigation Administration

**SUBJECT :** Payment of Shares or incentives in the Collection of Irrigation Fees to Irrigators Associations or Other Groupings of Farmers under Contract with NIA

To facilitate payment of shares or Incentives of Irrigation associations in accordance with agreements with NIA, each irrigation system may be allowed a seed fund from which immediate payment to the irrigation associations may be taken.

For this purpose the Irrigation Superintendent or Officer In Charge of the Irrigation System may apply for a seed fund, through the Regional Irrigation Director, stating the amount requested, the basis of which shall be the estimated amount of incentives to be paid within one quarter. The fund shall be replenished on request of the Irrigation Superintendent when 80% of it has been disbursed. The request for replenishment shall be accompanied by a statement, as per attached form, to be submitted to the Assistant Administrator for Finance and Management, Attention: Officer In Charge, Controllership Department.

It is hoped that this procedure will enhance motivation of irrigation associations and contribute to better cooperation with farmers.

For your guidance.

(SGD.) CESAR L. TECH  
Administrator

23 April 1985

(Pls. turn to each page)

SEED FUND REPLENISHMENT

Date: \_\_\_\_\_

Name of Irrigation System : \_\_\_\_\_

Office Address : \_\_\_\_\_

Region : \_\_\_\_\_

Replenishment Sheet No. \_\_\_\_\_

Beginning Balance as of \_\_\_\_\_ ₱ \_\_\_\_\_

ADD : Last ASA Received as Initial release  
for ISF Collection Incentive Payment

ASA No. \_\_\_\_\_

Date Released \_\_\_\_\_

LESS : Collection Incentives Paid

NAME OF IA	DATE	AMOUNT PAID (₱)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL ₱ \_\_\_\_\_

ENDING BALANCE AS OF \_\_\_\_\_ ₱ \_\_\_\_\_

AMOUNT TO BE REPLENISHED \_\_\_\_\_ ₱ \_\_\_\_\_

PREPARED BY:

SUBMITTED BY:

\_\_\_\_\_  
Accountant

\_\_\_\_\_  
Irrigation Superintendent

NOTED By:

\_\_\_\_\_  
RID/CM/PM