

Republika ng Pilipinas
Pambansang Pangasiwaan ng Irigasyon
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

TELEPHONE NO.
TIME
DATE

OUR REFERENCE

MC # 2 s. 1985

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION DIRECTORS, DEPUTIES, PROJECT MANAGERS CONCERNED, IRRIGATION SUPERINTENDENTS, OFFICERS-IN-CHARGE OF NATIONAL IRRIGATION SYSTEMS AND ALL OTHERS CONCERNED
National Irrigation Administration

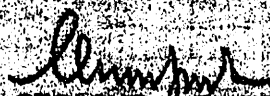
SUBJECT: Monthly Report of Irrigation Service Fee (ISF) Collections

In order to keep us posted on the monthly irrigation service fee (ISF) collections of every system and to enable us to effectively monitor and evaluate requests for replenishment of collection expense funds, it is directed that all Irrigation Superintendents/Officers-In-Charge of national irrigation systems/aggregation of systems under one (1) responsibility center shall send thru mail monthly report of ISF collections using the attached format (Annex "A") to the Assistant Administrator for Finance and Management, Attention: Treasury Department.

It is enjoined that monthly reports should reach the Central Office within fifteen (15) days from the end of each month, e.g., collection reports for the month of January, 1986 should be received in the Central Office on or before the 15th of February, 1986. Monthly reports should be submitted regularly with or without collection during any given month.

This Circular which will be effective January 1, 1986 supercedes/cancels the quincena/monthly reporting of ISF collection thru wire/radiogram per MC #3, s. 1980.

Strict compliance hereof is enjoined.


CESAR L. TECH
Administrator

November 13, 1985