

Republika ng Pilipinas

**PAMBANSANG PANGASINAN NG PATUBIG**  
**(NATIONAL IRRIGATION ADMINISTRATION)**

*Tanggapan ng Tagapangalana*  
*Lungsod ng Quezon*

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Tel. Nos. 97-60-71 to 78

Cable Address: **NIAPHIL**

MC No. 42 S. 1990

**MEMORANDUM CIRCULAR**

TO : REGIONAL IRRIGATION MANAGERS, PROJECT MANAGERS,  
OPERATIONS MANAGERS, REGIONAL OPERATIONS MANAGER,  
MANAGERS OF INSTITUTIONAL DEVELOPMENT DIVISIONS,  
PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPER-  
INTENDENTS AND ALL OTHERS CONCERNED

SUBJECT : STRENGTHENING NIA's REPRESENTATION AND PARTICIPATION  
IN AGRICULTURE AND FISHERY COUNCILS OF THE DEPARTMENT  
OF AGRICULTURE AND FOOD

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In order to ensure the delivery of the adequate and necessary agricultural support to the farmers in the irrigated areas in place and time of need to complement the irrigation systems management efforts for optimum production, NIA's representation and participation in the regional, provincial, and municipal agriculture and fishery councils of the Department of Agriculture and Food must be strengthened and institutionalized.

For this purpose, attached herewith is a set of operating guidelines clearly defining the agency's involvement objectives, program thrusts and involvement in said local councils.

Compliance hereof is enjoined.

  
JOSE B. DEL ROSARIO, JR.  
Administrator

July 04, 1990

**Guidelines for the Involvement of NIA  
in the Agriculture and Fishery Councils of the  
Department of Agriculture and Food**

**Involvement Objective:**

delivery of the adequate and necessary agricultural support services to the farmers in the irrigated areas in place and time of need to complement the irrigation systems management efforts for optimum production.

**Thrusts to be initiated by NIA in its involvement in the DAF  
Agricultural and Fishery Councils:**

1. development of complementary programs and formulation of operational policies of government agencies involved in the provision and delivery of agricultural support services; and
2. installation and operationalization of an implementation mechanism to effect the actual delivery of agricultural support services to farmer-beneficiaries.

**NIA functions in the different councils:**

- a. **Regional Agriculture and Fishery Council (RAFC):** responsible for the overall management of the regional development programs. The NIA council representative is the Regional Irrigation Manager (RIM) who shall initiate the:
  1. formulation of the necessary council policies relative to the execution of irrigation development programs including the provision of the necessary agricultural support services in the region; and
  2. establishment of an effective working relationships with and among the regional staff of the participating agencies and who are involved in the provision of agricultural support services in the region.

The RIM shall in his capacity as the NIA representative to the RAFC shall:

1. provide the council the NIA's Regional programs and plans on: a. construction and rehabilitation of irrigation projects and systems; and b. operation plans and programs of irrigation systems (national and communals) including information on the required agricultural support services and policies in the irrigated areas of the region;

2. program and plan with the participating agencies the extent and scheduling of their provision of agricultural support services in the NIA irrigated area;
3. provide the participating agencies status reports and information on the implementation of the NIA's programs and plans including those on the provision of agricultural support services; and
4. workout with the participating agencies the resolution of policy issues and problems on the delivery of agricultural support services.

The RIM shall have the Irrigators Assistance Section as his technical support staff in his involvement in the RAFC.

b. Provincial Agriculture and Fishery Council (PAFC): responsible for supervision of the provincial development programs. The NIA representative in the PAFC is the Provincial Irrigation Engineer (PIE) who shall initiate the:

1. formulation of the necessary council policies relative to the execution of irrigation development programs including the provision of the necessary agricultural support services in the province; and
2. establishment of an effective working relationships with and among government agencies involved in the provision of agricultural support services in the province

The PIE shall in his capacity as the NIA representative to the PAFC shall:

1. provide the council the NIA's provincial programs and plans on: a. construction and rehabilitation of irrigation projects and systems; and b. operation plans and programs of irrigation systems (national and communal) including the required agricultural support services in the irrigated areas;
2. program and plan with the participating agencies the extent and scheduling of their provision of agricultural support services in the NIA irrigated area in the province;
3. provide the Irrigation Superintendents of all national irrigation systems (NIS) in the province relevant informations on the development taking place within the council affecting the NIS;

4. provide the participating agencies status reports and information on the implementation of the NIA's programs and plans including those on the provision of agricultural support services in the irrigated areas; and
5. workout with the participating agencies the resolution of implementation issues and problems on the delivery of agricultural support services.

The PIE shall have the Irrigators Assistance Unit of the Provincial Irrigation Office (PIO) as his technical support staff in his involvement in the PAFC.

- d. Municipal Agriculture and Fishery Council (MAFC); responsible for supervision of the implementation of the municipal development programs. The NIA representative in the MAFC are the Irrigation Superintendent (IS) for the NIS and the Irrigation Technician (IT) or Institutional Development Officer (IDO) for the communal irrigation systems (CIS) in the municipality. They will initiate the:

1. formulation of the necessary council policies relative to the execution of irrigation development programs including the provision of agricultural support services in the municipality; and
2. establishment of an effective working relationships with and among the field staff of the different government agencies involved in the provision of agricultural support services in the municipality.

The IS and IT/IDO in their capacity as the NIA representatives to the MAFC shall:

1. provide the council as well as the NIA's PAFC representative (PIE) the NIA's municipal programs and plans on: a. construction and rehabilitation of irrigation projects and systems; and b. operation plans and programs of irrigation systems (national and communal) including the required agricultural support services in the irrigated areas;
2. assist the irrigators associations in the preparation of programs and plans on: a. cropping calendar and pattern of planting; b. schedule of water delivery and distribution; and c. canal maintenance;
3. assist jointly with the field staff of the participating agencies the irrigators associations in the

preparation of programs and plans for the provision of agricultural support services;

4. provides assistance to the IA officers in the field implementation of the agricultural development plans;
5. does in-season monitoring and assessment of status of the implementation of the IA's programs and plans;
6. initiate field level coordination to effect the adequate and timely provision of agricultural support services by the field staff of the participating agencies;
7. prepares post-season evaluation report on the implementation of the IA's plans and programs; and
8. provide the field staff of the participating agencies necessary data, information and reports on the implementation of the IA's plans and programs.

## Schematic Diagram of NTA Representation in the Agriculture and Fishery Councils of EAP

## Council Structure

Regional Agriculture  
and Fishery Council

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Provincial Agriculture  
and Fishery Council

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: Municipal Agriculture :  
: and Fishery Council :

## MIA Representatives

: Reg Irrigation :  
: Manager :

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: Prov Irrigation :  
: Engineer : :

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## Support Staff

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IT/IDO  
CIS

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**Irrigation Operation and Management Periods  
and Information to be Provided Council Members**

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Pre-Irrigation Period	Irrigation Period	Post-Irrigation Period
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**IDO/IT:**

O and M Plans and Programs of each CIS in the municipality including the summary. Listing of required agricultural support services in each CIS.

Weekly information on the planted area and growth stages of the crops in each CIS including the projection of their growth stages until substantial part of the irrigable area have been planted;

Projection on the area and growth stages of the planted crops based on the crop varieties planted by CIS including the summary;

Status of the provision of agricultural support services by CIS and summary;

Post-Season comparison of the planned and actual cropping calendar and pattern of planting in each CIS including the summary;

Extent of agricultural support services provided by CIS including the summary; and

Average production by CIS in tons/ha including the summary.

**IS:**

The same as above for the IDO/IT except that the information will be for the irrigation system but with details by watermasters' area and/or irrigators associations (IA).

**PIE:**

The same as above for the IDO/IT and IS except that information will be the summary for all the CIS and NIS in the province.

**RIM:**

The same as above for the PIE except that the information will be the summary of the province for the CIS and all the NIS in the region.