



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

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.:
CABLE
TELEX

97-60-71 to 78
NIAPHIL
42802 NIA PM

OUR REFERENCE:

MC # 46 1990

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
HEADS OF DEPARTMENTS/STAFFS, REGIONAL IRRIGATION
MANAGERS, PROJECT/OPERATION MANAGERS, PROVINCIAL
IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS,
AND ALL OTHERS CONCERNED.

SUBJECT : List of Required Reports

Reports are vital to the operation of an Agency. They are the means by which management monitors and evaluates activities or gets feedback on the implementation of policies and instructions and assesses the need for appropriate changes. They also document important events or milestones. However it has been observed that the field offices are submitting numerous and voluminous reports. Some of these are quite difficult to prepare. All are time-consuming and deplete our scarce resources.

A review of reports being submitted showed that some of them can be combined, simplified, submitted less frequently, or even discontinued outright without adversely affecting Agency operations.

Attached is the revised list of reports that field offices shall be required to submit periodically to Central Office. All reports not included in this list should no longer be prepared/submitted.

This MC shall take effect starting the month of September 1990 and supersedes all previous issuances or portions thereof inconsistent with the above.

For compliance.

JOSE B. DEL ROSARIO, JR.
Administrator

17 July 1990

LIST OF PERIODIC REPORTS THAT SHOULD BE SUBMITTED TO CENTRAL OFFICE

No.	Name of Report	Frequency	Office	
			From	To
I	PROJECT DEVELOPMENT & IMPLEMENTATION (PDI)			
	A. NATIONAL IRRIGATION PROJECTS			
	1. Coded report (PME-1)	Monthly	PMO	CMD
	2. Progress Report (per memo dated 3/6/90)	Monthly	PMO	CMD
	3. Progress Report	Quarterly	PMO	CMD
	4. Materials Testing Report	As Required	PMO	CMD
	5. Contract Implementation Coded Report	Monthly	PMO	CMD
II	SYSTEMS OPERATION & EQUIPMENT MGT. (SOEM)			
	A. EQUIPMENT MANAGEMENT			
	1. Progress Report on Equipment Repair	Quarterly	RIO/PMO	EMD
	2. Summary of Operation, Maintenance and Repair Cost	Quarterly	RIO/PMO	EMD
	3. Program of Work	Quarterly	RIO/PMO	EMD
	4. Pumping Station Operation, Maintenance & Repair Cost	Quarterly	RIO/PMO	EMD
	5. Summary of Program & Accomplishment	Quarterly	RIO	EMD
	6. Pumping Station Inspection	Quarterly	RIO	EMD
	7. Hydro-Elect. Power Plant Operation, Maintenance, Production and Repair Cost	Quarterly	MARIIS	EMD
	8. Hydro-Elect. Power Plant Inspection	Quarterly	MARIIS	EMD
	B. INSTITUTIONAL DEVELOPMENT IN COMMUNAL IRRIGATION SYSTEM (CIS)			
	1. Institutional Dev. POW	Annually	RIO	IDD
	2. Inst. Dev. Status Report (to include status reports under pre-const., const. and O & M; financial & training reports)	Quarterly	RIO	IDD
	3. Institutional Coded Report	Monthly	RIO/PIO	IDD

No.	Name of Report	Frequency	Office	
			From	To
	C. INSTITUTIONAL DEVELOPMENT IN NATIONAL IRRIGATION SYSTEM (NIS)			
	1. Institutional Dev. POW	Annually	RIO	IDD
	2. Inst. Dev. Status Report (to include status reports under pre-const., const. and O & M; financial & training reports)	Quarterly	RIO	IDD
	3. Institutional Coded Report	Monthly	RIO	IDD
	D. O & M IN NATIONAL IRRIGATION SYSTEMS			
	1. Progress Report (IOSP)	Quarterly	RIO	SMD
	2. M-Curve	Quarterly	RIO	SMD
	3. Irrigated/Benefited & Harvest Yield	Annually	RIO	SMD
	4. O & M Plan	Annually	RIO	SMD
	5. Status of IOSP, O & M of NIS (Coded)	Monthly	RIO	SMD
	E. CONSTRUCTION OF COMMUNAL IRRIGATION PROJECTS			
	1. Coded Physical & Financial Report (I & S and const.)	Monthly	RIO	CIDP
	2. Physical & Financial Report (I & S and const.)	Quarterly	RIO	CIDP
	3. Project Profile (including Form 1-3, topo layout and Estimation of area at feasibility level)	Upon completion of feasibility study	RIO	CIDP
III	FINANCE & MANAGEMENT (F & M)			
	A. ACCOUNTING REPORTS			
	1. Monthly Trial Balance with Supporting Schedules (Statement of Accountable Officers, Account Balances for Accounts 70-400, 70-500, 70-510 & 70-600 to be submitted at the end of every quarter)	Monthly	RIO/PMO	CD
	2. Liquidation Statement	Monthly	RIO/PMO	CD
	3. Cost Summary Report (including Summary of Expenditures & Audit Certificate)	Monthly	RIO/PMO	CD

No.	Name of Report	Frequency	Office	
			From	To
III	FINANCE & MANAGEMENT (F & M)			
	4. Summary of Expenditures for Civil Works/Small Package Contracts	Monthly	RIO/PMO	CD
	5. Aging of Accounts Receivables	Quarterly	RIO/PMO	CD
	6. Financial Status Report ARF Form-001	Quarterly	RIO/PMO	CD
	7. Budget Proposal (to include report on list of prospective retirees)	Annually	RIO/PMO	CD
	8. Reconciliation of Accounts Between NPC & NIA	Annually	RIO/PMO	CD
	B. TREASURY REPORTS			
	1. Irrigation Service Fee Collection & Palay Stock Inventory Report	Monthly	NIS	TD
	2. Equipment Rental Billing & Collection Report	Quarterly	RIO	TD
	3. Collection Efficiency Report for ISF	Quarterly	RIO	TD
	4. Status of Pump Amortization	Quarterly	RIO	TD
	5. Status of CIS Amortization	Annually	RIO	TD
	6. CIS Amortization Report	Monthly	RIO	TD
	7. Statement of Income & Expenses	Quarterly	RIO	TD
IV	ADMINISTRATIVE SERVICES (AS)			
	A. PERSONNEL SERVICES			
	1. Report of Personnel Separation	Semestral	RIO/PMO	PRMD
	2. Personnel Strength Report	Quarterly	RIO/PMO	PRMD
	B. PROPERTY			
	1. Inventory Report	Annually	All Offices	PPRD
	2. Inventory & Inspection Report	Seasonal	All Offices	PPRD
	3. Report of Waste Material	Seasonal	All Offices	PPRD

FPM TRANSMITTAL

MONTHLY PROJECT STATUS CODED REPORT

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THE MANAGER
CONSTRUCTION MANAGEMENT DEPARTMENT
RHEZON CITY

PROJECT: _____
FOR THE MONTH OF _____ 19__

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CODE	PARTICULAR
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I. CALENDAR YEAR PROGRAM

1.1 1. AMOUNT PROGRAM FOR CURRENT YEAR - - - - - P _____

II. STATUS

2.11	1.	AREA GENERATED FROM START - TO-DATE	
	a)	NEW AREA - - - - -	HAS.
2.12	b)	IMPROVED/REHABILITATED - - - - -	HAS.
2.2	2.	TOTAL AMOUNT MADE AVAILABLE FOR CY POW- - - - -	P _____
2.3	3.	TOTAL AMOUNT OBLIGATED AGAINST AVAILABLE FUND - - - - -	P _____
2.4	4.	OVERALL PROJECT EXPENDITURE FROM START TO-DATE - - - - -	P _____
2.5	5.	CY EXPENDITURE FROM JANUARY TO DATE - - - - -	P _____
2.6	6.	OVERALL PROJECT % COMPLETION FROM START TO-DATE - - - - -	% _____
2.7	7.	ACTUAL % COMPLETION ON CURRENT YEAR WORK- - - - -	% _____
	8.	NUMBER OF PERSONNEL DURING THE MONTH	
2.81	a)	GOVERNMENT - - - - -	
2.82	b)	CONTRACTOR - - - - -	
2.91	9.	PROBLEM/DELAY ENCOUNTERED DURING THE MONTH	
2.92	10.	REMEDIAL MEASURE TAKEN ON AFORESAID PROBLEM/DELAY	

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(RID/PM)

APPROVED FOR TRANSMITTAL:

NOTE: This report is transmitted on or before the 5th day of every month.

FOR TRANSMITTAL

5

MONTHLY CONTRACT IMPLEMENTATION COVER REPORT

DATE

THE MANAGER
EMP. QUEZON CITY

PROJECT :

CONTRACT NO:

FOR THE MONTH OF

17

PARTICULAR

PERFORMANCE INDICATOR
THIS PERIOD TO DATE

C.1. PHYSICAL AND FINANCIAL STATUS:

C.1.1 Programmed Accomplishment (%) - - - - -

C.1.2 Actual Accomplishment (%) - - - - -

C.1.3 Value of Work Accomplished (P) - - - - -

C.1.4 Time Elapsed (ED/%) - - - - -

C.2. EQUIPMENT AND MANPOWER RESOURCES STATUS:

C.2.1 Programmed/Actual Equipment Mobilized (No.) - - - - -

C.2.2 Average Equipment Operational Status (%) - - - - -

C.2.3 Equipment Mobilized this Period (Specify):

C.2.4 Recommended Additional Equipment to be Mobilized
(Specify):

C.2.5 Number of Technical/Non-Technical Personnel (No.) - - - - -

C.3. FOLLOW-UP ACTION STATUS:

C.3.1 Pending matters (Claims, etc.) at Project Office (Specify):

C.3.2 Pending matters (Billings, etc.) at NIA-CD (Specify):

C.4. Contract Implementation Problems/Constraints (Specify):

C.5. Action Taken and Recommended Plans of Action (Specify):

PREPARED BY:

APPROVED FOR TRANSMITTAL:

NOTE:

This report shall be transmitted on/ before the 5th day of every month. (PR/BR)