

Republika ng Pilipinas

PAMBANSANG PANGASIWAAN NG PATUBIG

(NATIONAL IRRIGATION ADMINISTRATION)

Tanggapan ng Tagapangalana

Lungsod ng Quezon

Tel. Nos. 97-00-71 to 78

Cable Address: **NIAPHIL**

MC 50, s. 1990

MEMORANDUM CIRCULAR

MEMORANDUM

TO : REGIONAL IRRIGATION MANAGERS/PROJECT MANAGERS/OPERATIONS MANAGERS/REGIONAL OPERATIONS MANAGERS/INSTITUTIONAL DEVELOPMENT MANAGERS/PROVINCIAL IRRIGATION MANAGERS/IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED


SUBJECT : REVISED GUIDELINES ON NIA-BAYER "BAYANIHAN SA IA" PROJECT

Furnished herewith is a copy of the revision of the implementing guidelines on the NIA-BAYER "Bayanihan Sa IA" Project which is designed to expand its coverage.

The Project's objective is to assist the IA generate much-needed funds by way of rebates for the bulk purchase of agro-chemicals from qualified dealers. These accumulated funds can be used by the IA in putting up projects for the benefits of the general membership.

Concerned NIA implementors are hereby advised to go over these guidelines carefully and to work closely with the Bayer field counterparts to ensure effective and immediate implementation of the Project.

For compliance.


JOSE B. DEL ROSARIO, JR.
Administrator

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**-REVISED IMPLEMENTING GUIDELINES-
NIA-BAYER "BAYANIHAN SA IA" PROJECT**

I. INTRODUCTION

In an effort to provide continued assistance to irrigators associations (IAs) in their agricultural productivity undertakings under the present NIA-Bayer tie-up, a new project entitled "Bayanihan Sa IA" was conceived.

The new project calls for the provision of incentives in the form of rebates to duly organized IAs for the bulk purchase of agricultural chemicals. These rebates when accumulated could help them save capital for any investments or projects the IA may venture into for the benefit of its general membership.

This set of guidelines is formulated to guide concerned field implementors to pursue smoothly and effectively the implementation of this joint undertaking. It is however, expected that said field implementors would exercise flexibility in the conduct of inherent activities as long as they are within the context of the Project.

II. OBJECTIVE

The project aims to provide the needed stimulus for IAs to encourage and enhance the collective efforts of the IA membership in pursuing group action for their own benefits.

III. SCOPE

The project which has been expended nationwide will cover only duly organized and registered IAs preferably those with O. & M contracts with NIA whose requests for participation has been approved by the Project Implementing Committee. However, the Central Management Committee (CMC), upon agreement between NIA and Bayer, and considering available resources may modify the area of coverage and/or duration as deemed fit.

IV. PROJECT ORGANIZATION AND MANAGEMENT

As the project is under the present NIA-BAYER tie-up, it shall be similarly managed by the Central Management Committee (CMC) at the national level who shall prepare the implementing guidelines and other information materials thereon.

Likewise, at the regional level the existing Program Implementing Committee (PIC) shall be responsible for the management of the project implementation at the field level.

The actual project implementation at the system, project or provincial levels shall be undertaken by the Water Resources Facilities Technicians, Institutional Development Officers and Bayer's Sales Representatives and Crop Protection Technicians. NIA's Irrigation Superintendents, Provincial Irrigation Engineers, District/Division Chiefs and Bayer's Sales Supervisors and Sales Representatives shall provide the over-all supervision of program implementation. Providing backstop support will be the Managers of Regional/Project IDD's.

V. MECHANICS OF FIELD LEVEL IMPLEMENTATION

A. Roles of Project Implementors

1. NIA Field Implementors

- a. Assist in disseminating information to target clientele.
- b. Pre-qualify IAs wishing to participate.
 - b.1 It should reach at least 50% ISF collection based on national level data.
 - b.2 It could be based on the regional/system standard of ISF collection efficiency.
 - b.3 It must be viable, functional and willing to use the product.
- c. Assess project implementation jointly with Bayer implementors and submit necessary reports.

2. Bayer Field Implementors

- a. Spearhead Project information dissemination campaigns.
- b. Coordinate with accredited agro-chemical dealers and distributors regarding the implementation of the project.

- c. Jointly with NIA implementors assess Project progress and submit required reports.

B. Roles of Agro-Chemical Dealers/Distributors:

1. Assist project implementors in the Project information dissemination;
2. Responsible for immediate rebate payment to IA.

C. Roles of Irrigators Associations

1. Facilitate and assist in Project information dissemination among its members;
2. Execute and submit needed requirements to be able to participate in the project;
3. Adopt and implement plans and schemes to optimize IA participation in the project;
4. Ensure proper utilization of whatever benefits derived from the Project;
5. Provide feedbacks to project implementors.

VI. OPERATIONAL PROCEDURES (Refer to Fig. I)

1. Accreditation of IA

The Program Implementing Committee (PIC) together with Bayer's accredited agro-chemical dealers shall conduct project information dissemination campaign to IAs. Interested IAs shall then request for inclusion and submit requirements for their participation in the Project to Irrigation Superintendents, Provincial Irrigation Engineers, District/Division Chiefs for assessment (BIA Forms I & IA). IS/PIE/DC shall assess, pre-qualify and approve IA's request for participation. They shall then submit a consolidated list of IAs with approved requests to the RIM/CM who in turn shall furnish same to the AASOEM, Attention: The CMC (BIA Forms B & C).

2. PARTICIPATION OF IA

Qualified IAs shall purchase a specified brand of agro-chemical in bulk. Procurement in bulk will also entitle IAs to a discount from the dealers or distributors.

To optimize participation in the Project, IA shall formulate schemes and strategies along this direction.

3. Payment of Rebates

Dealers/distributors as negotiated by Bayer implementors, shall effect immediate payment of rebates in check payable to the IA upon bulk purchase.

4. Monitoring and Assessment of Project Implementation

IS/PIE/DC shall monitor and assess project implementation and submit end season reports to RIM copy furnished CMC (BIA Forms D & E).

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BIA FORM A

IRRIGATORS ASSOCIATION, INC.

(Irrigation System/Project Address)

_____. 19__

The Provincial Irrigation Engineer/
Irrigation Superintendent/
District Chief

Dear Engr. _____

We are pleased to forward herewith a resolution of the Board of _____ Irrigators' Association, Inc. requesting for the IAS inclusion effective _____ season, crop year ____ in the "Bayanihan Sa IA" project under the NIA-Bayer tie-up. he

It is informed that the IA has _____ members covering an area of _____ hectares and is duly registered with SEC with registration number _____ th

Your approval of this request would go a long way towards building up the financial resources of our association. ds

Very truly yours,

President, IA

APPROVED/DISAPPROVED:

IS/PIE

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IRRIGATORS ASSOCIATION, INC.(Irrigation System/Project Address)BOARD RESOLUTION NO. S. 19

WHEREAS, NIA and Bayer continue to provide necessary assistance to duly organized and registered irrigators association in their agricultural productivity undertakings;

WHEREAS, Irrigators' Association, Inc. has manifested its interest to avail itself of the project benefits;

WHEREAS, in view of the foregoing premises, the Board of the Irrigators' Association, Inc. unanimously agreed to request the NIA for the IA's participation in the project.

BE IT RESOLVED AS IT IS HEREBY RESOLVED, that this resolution and the requirements for project availment will be submitted to NIA for approval.

BE IT FURTHER RESOLVED, that the Association will maintain close coordination and harmonious working relationship with NIA and Bayer Implementor to ensure the successful implementation of aforementioned project.

Adopted this day of , 19 at

APPROVED FOR THE BOARD:

President

ATTESTED:

Secretary

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Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)

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MEMORANDUM

F O R : The Regional Irrigation/Operations/
Project Manager and
Honorary Chairman, PIC

ATTENTION : IDD Manager and Chairman, PIC

SUBJECT : CONSOLIDATED LIST OF IA PARTICIPANTS IN
"BAYANIHAN SA IA" PROGRAM _____ SEASON
19____

We are pleased to submit herewith a consolidated list of irrigators associations whose requests for inclusion in the "Bayanihan Sa IA" project have been approved by this office.

	NAME OF IA	SERVICE AREA	NO. OF MEMBERS
NIS:	1.		
	2.		
CIS:	1.		
	2.		

IS/PIC

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MEMORANDUM

F O R : The Assistant Administrator
for Systems Operation and
Equipment Management and
Honorary Chairman, NIA-Bayer CMC

ATTENTION : The Central Management Committee, NIA-Bayer
Program c/o The Manager, Institutional
Development Department

SUBJECT : CONSOLIDATED LIST OF IA PARTICIPANTS IN THE
"BAYANIHAN SA IA" PROJECT UNDER THE NIA-BAYER
TIE-UP

We are pleased to submit herewith the following list of irrigators associations whose requests for inclusion in the Bayanihan Sa IA project under the NIA-Bayer Tie-up have been approved by concerned irrigation offices within this region/project.

ISO/PIO	IA	EFFECTIVITY OF PARTICIPA- TION (SEASON/ CROP YEAR	SERVICE AREA (HA)	MEMBERSHIP
1. RIS	1.		1.	
	2.		2.	
2. PIO	1.		1.	
	2.		2.	
TOTAL				

RIM/OM/DM

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Date

MEMORANDUM

F O R : The RIM/OM/PM and Honorary Chairman, PIC
ATTENTION : The IDD Manager & Chairman, PIC
SUBJECT : REPORT ON PROJECT FUND ACCUMULATION UNDER
NIA-BAYER BAYANIHAN SA IA" PROJECT

We are pleased to furnish you report on IA accumulation of rebate funds under the "Bayanihan Sa IA" Project:

ISO/PIO	IA	REBATE FUNDS
1. RIS	1.	
	2.	
2. PIO	1.	
	2.	

IS/PIE/DC

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MEMORANDUM

F O R : The Assistant Administrator
for Systems Operation and
Equipment Management

ATTENTION : The Central Management Committee
NIA-Bayer Tie-up c/o The Manager
Institutional Development Department

SUBJECT : CONSOLIDATED REPORT ON IA FUND ACCUMULATION
PROJECTS UNDER THE "BAYANIHAN SA IA" PROJECT

We are pleased to submit herewith a consolidated report on
IA rebate funds in the region under the "Bayanihan Sa IA" project
as of _____ season, CY _____.

ISO/RIO/
DISTRICTNAME OF
IA

IA REBATE FUNDS

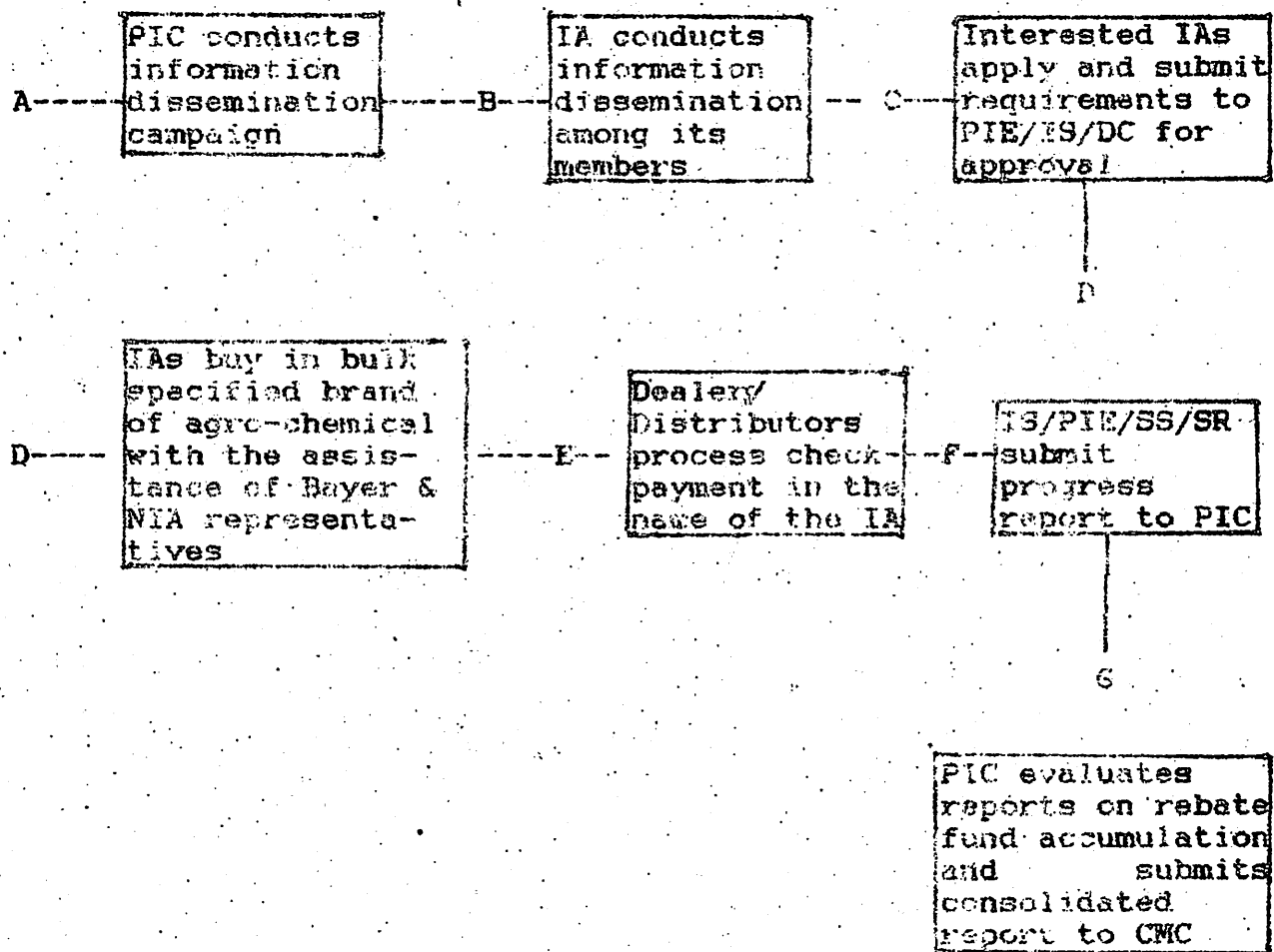
RIM/OM/PX

NOTE: Report of IS/PIE/DC should be attached to this report.

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FIG. 1 "PAYANIHAN SA IA" PROJECT IMPLEMENTING PROCEDURES



END