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

MC # 56 S. 1990

MEMORANDUM CIRCULAR

T O : DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
HEADS OF DEPARTMENTS AND STAFF, REGIONAL IRRIGATION
MANAGERS, PROJECT/OPERATIONS MANAGERS, PIES, REGIONAL/
PROJECT ACCOUNTANTS CONCERNED, MANAGERS OF OPERATIONS
AND INSTITUTIONAL DEVELOPMENT DIVISIONS, IRRIGATION
SUPERINTENDENTS/OFFICERS-IN-CHARGE, AND ALL OTHERS
CONCERNED
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : RAFFLE PROJECT

This is to inform you that the Department of Trade and Industry (DTI) has approved the conduct of the raffle project as per attached letter and raffle project guidelines.

Upon receipt of this Memorandum Circular, please organize the Regional Raffle Committee to immediately implement the project and inform all concerned about the guidelines.

Please be guided accordingly.

By Authority of the Administrator:

(SGD.) WILFREDO S. TIANGCO
Asst. Adm. for PDI

August 23, 1990



REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG KALAKALAN AT INDUSTRIYA

(Department of Trade and Industry)

3rd Flr. W.I.P. Bldg., 349 Sen. Gil J. Puyat Ave.,
Makati, Metro Manila, Philippines 1117

Tel. Nos. 817-45-33
818-91-11 loc. 322

July 28, 1990

Mr. Jose B. del Rosario, Jr.
Administrator
National Irrigation Administration
Quezon City

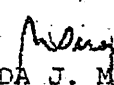
S i r :

This refers to your letter of June 27, requesting approval to conduct your Raffle Project from July, 1990 to June, 1991.

Your promotional scheme to optimize collections for current and back accounts is approved provided all activities related thereto are done within the context of Ministry Order No. 33, Series of 1985. However, you should submit a list of specific prizes to be awarded to winners before the start of the said project.

Please confirm the definite date, time and venue of the raffle draw to enable us to supervise said activity. You should also coordinate with the other regional directors concerned regarding the mechanics of your project and our approval letter.

Very truly yours,


IMELDA J. MADARANG
Assistant Secretary
DTI-NCR

FMR:occ

RAFFLE PROJECT

BACKGROUND

A Task Force has been created by Administrator Jose B. Del Rosario, Jr. to come up with guidelines for the implementation of a Raffle Project. This Task Force consists of the following:

The Manager, SMD	-	Chairman
The Manager, IDD	-	Vice Chairman
The Manager, MSD	-	Member
The Manager, Treasury Dept.	-	Member
The Manager, Controllership Dept.	-	Member

These guidelines are the results of the efforts of the Task Force using as basis the initial guidelines formulated by NIA Region VI in 1985 and reviewed by the Treasury Department with the assistance of Mrs. Ma. Trinidad dela Rosa. The guidelines have been further updated to consider the "Requirements for Application on Sales Promotion Involving Raffles/ Determination of Winners" as formulated by the Department of Trade and Industry (DTI).

OBJECTIVES

The Raffle Project was conceived in 1985 under then Administrator Cesar L. Tech who made the following proposal to the NIA Board as follows:

"For several years now, the Agency has taken steps and implementing strategies to further increase irrigation fee collections. . . . One of the proposals is the Raffle Project which will be conducted on a pilot basis. The scheme is based on the central strategy of progressively optimizing collections for both current and back accounts. The success of the project is more likely based on the valid premises. Human propensity to beat the odds and to take chances - people are, by nature, strongly inclined to bettings and gambling, taking chances to win. An irrigation user may be reluctant to pay his irrigation dues but likely to do so for a chance to win a substantial prize....

Prizes will be in terms of farm implements, tools, and/or forms of farm inputs."

This proposal was approved by the NIA Board in March 11, 1985, with the following resolution:

Resolution No. 5120-85

RESOLVED, as it is hereby resolved, that authority to undertake the Raffle Project in a pilot basis for one selected system for each region, is hereby approved, subject however to the guidelines to be set by management taking into consideration the following observations of the Board:

- a. Fix the amount collected for every raffle ticket.
- b. For every fixed amount collected, to set aside a raffle prize.
- c. Fix date of raffle.
- d. Try giving cash prize based on total back account collected not to exceed 25% thereof.

The project proposal and board resolution thus intend the Raffle Project to increase ISF collections of both current and back accounts. The authority for the project is on a pilot basis at one selected system per region.

The approved board resolution was not implemented due to the organizational changes in NIA following the EDSA revolution.

GENERAL GUIDELINES AND RAFFLE REQUIREMENTS

1. Who May Participate

All beneficiaries of the national irrigation system holding the raffle, who pay their ISF in CASH, except employees of that irrigation system and the immediate members of their families such as spouse, parents, parents-in-law, children, children-in-law, brothers, sisters and their spouses.

2. Raffle Period and Draw

The raffle period shall cover two consecutive cropping seasons. The date of the drawing of prizes shall be set by the Regional and System Raffle Committee.

3. Area Covered

The area covered by a system undertaking the raffle should include collections only within the service area of the irrigation system.

4. How to Get a Ticket

An irrigation beneficiary is entitled to a raffle ticket as follows:

- a. One ticket for every P 300 cash paid for current ISF plus an additional ticket for any amount not less than P 150 in excess of P 300.

Ex. - An irrigation user who pays P 750 cash for his current ISF is entitled to three (3) tickets. But one who pays P 700 cash is entitled to only two (2) tickets.

- b. One ticket for full cash payment of current ISF even if the full amount is less than P 300.
- c. One ticket for every P 150 paid in cash for back account provided that the current ISF has been fully paid.
- d. One ticket for full cash payment of back account even if the full amount is less than P 150, provided that the current ISF has been fully paid.

5. Dropping of Entries

The payor of the ticket may request the collector to drop the tambolito stub of the raffle ticket only after filling in the necessary information on such portion of the ticket.

The deadline for dropping of tickets and the location of tambolito must be announced. This is necessary to avoid unnecessary inquiries and confusion among prospective participants. The tambolito must be located near the cashier's office of the system.

6. Date, Place and Time of Raffle

The date, place and time of raffle must be indicated in all publicity posters and in the raffle tickets.

7. Prizes

Announcements on prizes must show the following requirements:

- The total number of prizes including specifications such as brand, size, model, etc.
- Definite place where prizes may be claimed
- Total cash value of prizes

- A winner can only win one prize. If his name is drawn twice, he gets the prize of greater value while the prize of lesser value will be raffled off again.
- Prizes exceeding P3,000 will be subject to 20% withholding tax to be shouldered by the winner.
- All winners should be notified in writing.
- Publication of all winners shall be made in NIA digest.
- Prizes must be claimed within sixty (60) days from the time of the announcement of winners, otherwise the prize will be forfeited.

A special agent's prize should be awarded to the collector/ deputized collectors of the winning prize.

No prizes in the form of trips, house and lot, installments, scholarships, or gift certificates should be awarded.

PREPARATION

1. The Regional Raffle Committee

A Regional Raffle Committee shall be constituted in each region. The members shall be:

Manager, Operations Division - Chairman
 Manager, Administrative Division - Member
 Manager, Institutional Dev't. Division - Member
 Manager, Finance and Management Division - Member
 Regional Auditor - Witness
 Regional Irrigation Manager - Overall Coordinator

Duties and Responsibilities of the Committee:

- a. Determine the system where the raffle will be held on a pilot basis. There shall be only one pilot system per region.
- b. Establish appropriate linkage with the Department of Trade and Industry.
- c. Supervise the actual conduct of the raffle draw.
- d. Supervise printing of tickets.
- e. Monitor progress of raffle project in the system including the distribution of raffle tickets.
- f. Prepare completion report.

2. Tickets

Tickets shall be mimeographed or printed locally under the close supervision of the Regional Raffle Committee. The suggested format is attached. For control, the back of each ticket shall bear the signature of the Regional Irrigation Manager and the Chairman of the Committee.

3. Campaign

The Regional Irrigation Office shall implement an intensive campaign to support the pilot system selected to undertake the Raffle Project.

4. Funding

The irrigation system holding the raffle shall be supported with funds amounting to 20% of the back accounts collection of the preceding year but not to exceed P 200,000. The initial funds for the raffle shall be advanced by the Irrigation Operations Support Project.

SELECTION OF PILOT IRRIGATION SYSTEM

1. How a System Can Participate

Below is the procedure for a system to bid for selection as pilot system for the Raffle:

The Irrigation Superintendent applies to the Regional Raffle Committee, giving the following information:

- a) total back accounts for the preceding calendar year.
- b) total expected billings based on current area.
- c) total expected current ISF based on target.
- d) total back accounts actually collected in preceding calendar year (2 cropping seasons).
- e) total current accounts actually collected in preceding calendar year (2 cropping seasons).
- f) percentage collection efficiency in preceding calendar year.
- g) number of lots in irrigation system.
- h) collection expenses in previous calendar year.
- i) other important data the Raffle Committee may require.

2. The Regional Raffle Committee shall select the pilot system based on the applications received. If selected, the Irrigation Superintendent shall organize a System Raffle Committee composed of the following:

Head, Operation Section	- Chairman
System Cashier	- Member

System Senior Accounting
Processor
System Auditor
Irrig. Superintendent

- Member
- Witness
- Overall Coordinator

The System Raffle Committee shall fix the place, date, and time of the raffle, coordinate with the Regional Raffle Committee as to the progress of the Raffle Project, and decide on any issues and complaints which may come up on the conduct of the raffle.

CONTROL OF TICKETS

1. The System Cashier shall requisition the number of ticket booklets that the system is expected to need. He shall keep and control these booklets and issue them to the bill collectors/ deputized bill collectors as needed.
2. Each time collections are turned over to him, the System Cashier shall check the actual remitted amount against the receipts and the number of raffle tickets issued. The ORs shall bear the serial number of the corresponding raffle tickets issued.
3. The System Cashier shall check and collect the stubs of tickets issued and place them in the safe for security.
4. The System Cashier shall submit to the Regional Raffle Committee every end of the month an abstract of raffle tickets issued by Collection Officers/ Deputized Collection Officers. The abstract shall be signed by the Chairman of the System Raffle Committee and approved by the Irrigation Superintendent.
5. The Manager, Finance and Management Division shall verify the abstract of tickets issued versus the report of remittances of the system cashier.
6. At the end of the raffle period, all the bill collectors and deputized bill collectors shall return unissued tickets to the cashier and secure clearance from the latter to be signed by the Irrigation Superintendent. A copy of such clearance shall be submitted to the Regional Raffle Committee.

THE ACTUAL CONDUCT OF THE RAFFLE

1. The Systems Senior Accounting Processor shall see to it that the tamblo portion of the tickets are dropped into the tamblo by the ticket holder or by the bill collector if requested by the farmer to do so.
2. The draw shall be conducted in the presence of as many people as possible, including NIA employees. The following should be present: the authorized representatives of Department of

Trade and Industry, the Regional Raffle Committee, and all the members of the System Raffle Committee or their authorized representatives.

3. The tambielo shall be placed in front visible to everyone present attending the raffle draw. One ticket at a time shall be drawn. The ticket number shall be read aloud and written on the board for all to see. As many tickets shall be drawn as the number of prizes to be won.
4. The prizes shall be awarded immediately to the winner or his representative who shall be required to present an ID, claim stub and the corresponding original official receipt to the System Raffle Committee.
5. After the raffle, the list of winners and their corresponding prizes shall be posted on the bulletin board and other conspicuous places in the system. A mimeographed list shall likewise be distributed to all collectors/ deputized collectors.
6. The System Raffle Committee has the final say on protests and unclaimed prizes, if any.

POST-RAFFLE ACTIVITIES

1. Each System Raffle Committee shall submit a raffle completion report to the Regional Raffle Committee.
2. The Finance and Management Division Manager shall evaluate the raffle conducted versus the objective and submit a report on this subject to the Assistant Administrator for Finance and Management. The report shall be signed by the Regional Irrigation Manager.