

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

INFO  
FILE  
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MC # 77, s. 1990

MEMORANDUM CIRCULAR

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

SUBJECT : Implementation of the Billing and Collection Work Plan  
in the System

For reference and guidance of all concerned, the Billing and Collection Manual on Irrigation Service Fee was prepared and circularized under MC # 52, s. 1982 on September 21, 1982. As part of NIA's overall objective to improve ISF collection performance, said manual requires the preparation of billing and collection work plan and the parcellary map to serve as guide and monitoring device to carry out the various activities in billing and collection in the systems. This practice has been proven effective in highly financially viable systems. However, recent reliable feedbacks indicate that this is not being implemented in most non-viable systems.

As a reminder to all concerned, we are quoting hereunder the pertinent provisions of the said Billing and Collection Manual specifically Chapter 6 thereof, as implemented in MC # 52, s. 1982, viz:

"CHAPTER 6 - MONITORING OF IRRIGATION FEE BILLING AND COLLECTION  
ACTIVITIES IN THE SYSTEMS.

- A. For an effective monitoring of irrigation fee billing and collection activities in the field, all NIA irrigation systems are required every cropping season to prepare, maintain and keep updated the following :
1. Billing and Collection Work Plan - Before the start of every cropping season, the Chief of the system shall prepare a work plan (form M-1) to serve as his guide in carrying out the various activities in billing and collection in the system. This work plan aims to accomplish a targeted work output within an allotted work time per work activity. It also determines the work efficiency of a system in billing and collection. The Chief of a System, through a work plan, supervises the implementation of the billing and collection activities and sets a performance target for each personnel involved. The Regional Irrigation Director/Operations/Project Manager, who shall see to it that activities are carried out as planned in the systems, and the NIA Treasury Department shall each be furnished copies of the work plan as prepared before the start of the cropping season and as completed after the cropping season.
  2. Parcellary Map - As a ready and easy reference in the system, parcellary maps showing all the lots covered by the system with the area (ha.) indicated shall be prepared and posted in any appropriate available space in the system and also in the Office of the Chief of the System. These maps shall be kept updated indicating therein lots planted, billed, paid and exempted. From the parcellary map therefore, billing and collection

activities and work performance of personnel concerned can be closely and immediately monitored.

The following marks shall be used to indicate in the parcellary map the following information.

1. Green Check - planted lots
2. Blue Check - billed lots
3. Red Check - lots with paid irrigation fees
4. Black x - Lots exempted from irrigation service fees.

The Chief of System may indicate, as he desires, other necessary information using other marks."

In this connection, the Irrigation Superintendent in every system is directed to instruct the Assistant Irrigation Superintendent to prepare and monitor the ISF Billing and Collection Work Plan.

Strict compliance herewith is enjoined.

(SGD.) JOSE B. DEL ROSARIO, JR.  
Administrator

October 19, 1990

## IRRIGATION FEE BILLING AND COLLECTION WORK PLAN

RIS

For \_\_\_\_\_ Cropping Season, CY \_\_\_\_\_  
 Period Covered \_\_\_\_\_

Lots to be Irrigated: \_\_\_\_\_ Lots

Area to be Irrigated: \_\_\_\_\_ Has.

## I. BILLING

WORK ACTIVITY	FREQUENCY	TARGETTED WORK TIME		TARGETTED WORK OUTPUT	ACTUAL WORK OUTPUT	WORK EFFICIENCY: VS. TARGET	REMARKS
		FROM	TO				
A. Preparation and Submission of LIPA:	:	:	:	:	:	:	:
1. Conduct ocular inspection of areas planted.	:	:	:	:	:	:	:
2. Prepare and submit LIPA.	:	:	:	:	:	:	:
B. Preparation of Bills:	:	:	:	:	:	:	:
1. Prepare bills.	:	:	:	:	:	:	:
2. List of Billed Irrigation Fee Collectibles (LBIFC)	:	:	:	:	:	:	:
C. Preparation of LLTCF and ALLP and Correction of Bills:	:	:	:	:	:	:	:
1. Conduct ocular survey on lots planted but not benefited.	:	:	:	:	:	:	:
2. Prepare LLTCF and ALLP.	:	:	:	:	:	:	:
3. Review and approved LLTCF and ALLP.	:	:	:	:	:	:	:
4. Correct, adjust and cancel final bills.	:	:	:	:	:	:	:
5. Check, verify and review bills and LBIFC the LIPA, LLTCF and ALLP.	:	:	:	:	:	:	:
6. Approve and sign bills and LBIFC.	:	:	:	:	:	:	:
D. Distribution of Bills:	:	:	:	:	:	:	:
1. Sort bills by division/zone/section and distribute to collection team leaders.	:	:	:	:	:	:	:
2. Distribute bills to irrigation users.	:	:	:	:	:	:	:
	:	:	:	:	:	:	:
	:	:	:	:	:	:	:

NOTE: See back for collection.

## II. COLLECTION

Current Collectibles \_\_\_\_\_ kgs.

[illegible]

Submitted by:

**NOTE:** \* To be accomplished at the end of the cropping season.

Irrigation Superintendent