



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

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
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QUEZON CITY PHILIPPINES

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OUR REFERENCE:

MC # 3, s. 1991

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS,
OPERATION MANAGERS AND PROJECT MANAGERS AND ALL
OTHERS CONCERNED

SUBJECT : New Procedure for Handling of Field Collections

In order to meet the immediate cash requirements of field offices and to avoid additional expenses incurred in remitting to Central Office the collections deposited by field offices in local PNB branches, the One-way Savings Deposit Account Facility, implemented under MC 40, s. 1983 shall be discontinued. Instead the following procedure shall be followed:

1. All collections made by the Regional Offices/UPRIIS/MARIIS/Project shall be deposited to the savings account previously set up under the decentralized Combo Facility pursuant to MC 29, s. 1990 as amended by MC 48, s. 1990. The deposited amount shall be reflected in the Comparative Statement of SAA and Cash Balances (See Annex A) as receipts under Internally Generated Funds to be submitted to Central Office everytime a replenishment is requested. Any cash collections in excess of the maximum level of cash approved by the Central Office shall be remitted to the Central Office within two weeks.
2. All collections made by provincial irrigation offices, irrigation systems offices and district offices of UPRIIS/MARIIS shall be deposited to their respective savings accounts set up under the decentralized Combo Facility, if maintaining such. The deposited amount shall be reflected in the Comparative Statement of SAA and Cash Balances (see Annex A) as receipts under Internally Generated Funds. This Comparative Statement shall be submitted to their respective Regional Offices/UPRIIS/MARIIS/Project everytime a replenishment is requested. Any cash collection in excess of the maximum level of cash approved by the Region/UPRIIS/MARIIS/Project shall be remitted to the Region/UPRIIS/MARIIS/Project within two weeks.
3. All Provincial Offices, irrigation systems offices and district offices not maintaining decentralized combo facilities shall deposit all cash collections to their respective checking accounts. Such deposits shall be reflected in the Comparative Statement of SAA and Cash Balances (see Annex A) as receipts under Internally Generated Funds. This Comparative Statement shall be submitted to their respective Regional Offices/UPRIIS/MARIIS/Project everytime a replenishment is requested. Any cash collection in excess of the maximum level of cash approved by the Region/UPRIIS/MARIIS/Project shall be remitted to their respective Region/UPRIIS/MARIIS/Project within two weeks.

In no case shall a cash disbursement be made that shall exceed the SAA.

This MC takes effect January, 1991 and accordingly supersedes all issuances or parts of issuances contradictory to the above provisions.


JOSE B. DEL ROSARIO, JR.
Administrator

January 15, 1991

ANNEX A

Comparative Statement of SAA and Cash Balances
As of

	S A A	C A S H
Beginning Balance	xxx	xxx
Add: Receipts		
As of Last Report	xxx	xxx
This Report:		
1. From Central Office	xxx	xxx
2. From Internally Generated Funds (:Specify)		
a. ISF	-0-	xxx
b. Equipment Rental	-0-	xxx
c. Interest, etc.	-0-	xxx
Total Receipts	xxx	xxx
Total Funds Available	xxx	xxx
Less: Charges/Disbursements:		
As of Last Report	xxx	xxx
This Report	xxx	xxx
Total Charges/Disbursement	xxx	xxx
Balance	xxx	xxx

CERTIFIED CORRECT:
