

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

M.C. NO. 19, S. 1991

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR/ASSISTANT
ADMINISTRATORS/HEADS OF DEPARTMENTS
AND STAFF/REGIONAL IRRIGATION MANAGERS/
OPERATIONS MANAGERS/IRRIGATION
SUPERINTENDENTS/PROVINCIAL IRRIGATION
ENGINEERS AND ALL OTHERS CONCERNED

SUBJECT : COMPLIANCE ON THE PROVISIONS OF THE MEMORANDUM
OF AGREEMENT (MOA) OR O & M CONTRACTS ENTERED
BY THE NIA WITH THE IRRIGATORS ASSOCIATIONS
AND DEFINING RESPONSIBILITIES THERETO

Provisions in the MOA or O&M Contracts are obligations of contracting parties designed to ensure smooth and successful implementation of the agreements as well as to enhance the long-term organizational viability and functionality of the Irrigators Associations.

To improve the compliance to and supervisory functions by the Agency over the organized IAs particularly but not limited to those IAs with existing MOA or O&M contracts, it is further advised that:

- A. It is the responsibility of the Provincial Irrigation Offices (PIOs) and Irrigation System Offices (ISOs) that the following functions of the NIA are religiously complied with:
1. To conduct regular audit of Books of Accounts and other financial records of the IAs.
 2. To facilitate the timely preparation and submission by the IAs of annual SEC requirements.
 3. To ensure that smoothly BOD meetings of IAs are held regularly to discuss important issues and concerns as well as to formulate appropriate solutions thereto for ratification of the general assembly if necessary and duly audited monthly status report is rendered by the IA Treasurer.

4. To require the IA Treasurer to circularize an audited IA financial statements to the general membership at least every quarter.
 5. To closely monitor holding of regular General Assembly Meetings and Elections and all other provisions indicated in the IA set of By-laws.
 6. To require the IAs to attend to all obligations on the terms and conditions stipulated in the MOA or O&M contracts.
 7. To initiate periodic meetings/conferences of IA Presidents and O and M staff on the planning, implementation and evaluation of O and M activities and performances.
- B. The Regional Irrigation Office is responsible to the undersigned for the compliance by the PIOs and ISOs of the above provisions. Hence, it is the inherent responsibility and duty of the Regional Irrigation Manager to supervise and monitor the above concerns.

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

13 February 1991

