

8 April

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
E. de los Santos Avenue, Quezon City, Metro-Manila

MEMORANDUM CIRCULAR NO. 32 S. 1991

TO : The Regional Irrigation Managers
Operations Managers
Regional Operations Engineers
Irrigation Superintendents
Provincial Irrigation Engineers and
Other Concerned Staff

FROM : The Administrator

SUBJECT : NIA-IA O and M Conference in the NIS and CIS

The performance of irrigation systems, both national and communal, are dependent on the collective efforts of those providing the irrigation services (the NIA field staff) and those benefiting from such services (the farmers). Cognizant of this undertaking, the Irrigation System Offices (ISOs) and the Provincial Irrigation Offices (PIOs) conduct operations and maintenance (O & M) planning, implementation and evaluation with the participation of the farmers. But while these are being initiated in some field offices these need to be enhanced and institutionalized as a regular permanent feature in the management of O & M of irrigation system.

In this regard, you are advised to take the necessary measures to strengthen and institutionalize the conduct of the NIA-IA O and M Conferences in each ISO and PIO starting the Wet Season of 1991 onwards. Such conferences shall include the following:

- a. NIA-IA O and M Planning - an activity which must be initiated and completed one (1) month prior to the initial water delivery for the season;
- b. NIA-IA Mid-Season Assessment - an activity which must be initiated after the planting for the season has been all done. The activity must be completed not later than the outset of mid-season;
- c. NIA-IA Season-End Evaluation - an activity which must be initiated and completed within two (2) weeks after harvesting has been completed. This activity may be done simultaneously with the NIA-IA O and M Planning for the next season.

For your guidance in the conduct of these activities, a guideline is hereto attached for your review. Indicated in the guideline are the objectives and processes of the activities including specifics of what we intend to attain in these exercises.

To enhance attainment of our Agency's "service for survival" goal, you are enjoined to vigorously and effectively implement these partnership efforts with our irrigators associations (IAs). It is stressed, however, that there shall be no additional fund for this purpose as these activities form part of the inherent duties and responsibilities of the field staff, thus, covered by regular operating budget.

For your compliance.

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

22 March 1991

GUIDELINE FOR PROVINCIAL IRRIGATION OFFICES
(PIO) AND IRRIGATION SYSTEMS OFFICES (ISO) FOR THE
INSTITUTIONALIZATION AND SUSTENANCE OF THE
NIA-IA O AND M CONFERENCES

I. Introduction

When the NIA embarked on the program of organizing farmers of irrigated areas into irrigators associations (IA), its long term objective is to improve and sustain the effective and productive operation and maintenance of its irrigation systems, whether communal or national, in partnership with the IA.

Now, that the number of IAs has built up through the years, it has become more imperative to put into action mechanisms that will institutionalize and sustain this partnership.

Hence, this guideline for the Provincial Irrigation Offices (PIO) and Irrigation Systems Offices (ISO) who are commissioned to institutionalize and sustain the conduct of the NIA-IA O and M Conferences.

II. NIA-IA O and M Conferences and their Objectives

The NIA-IA O and M conferences are periodic meetings of the NIA field staff and Presidents of IAs the general objective of which:

to enhance, strengthen and sustain the partnership of NIA field staff and officers and members of IA in the productive and effective operation and maintenance of irrigation systems.

Specifically, the conferences shall serve as a forum and venue to enable the NIA field staff and Officers of IAs to collectively:

1. present and review data and information;
2. discuss problems and issues;
3. discuss solutions and alternatives;
4. make decisions; and
5. formulate and plan actions

for improving and sustaining the effective operation and maintenance of irrigation systems and the acquisition of support services for productive irrigated agriculture.

Each of the following field offices is to initiate and institutionalize these conferences in their respective areas:

- a. Provincial Irrigation Offices (PIO) - for all the IAs of communal irrigation systems (CIS); and
- b. Irrigation Systems Offices (ISO) - for all the IAs of national irrigation systems (NIS).

To realize the above indicated objectives, the subjects of NIA-IA O and M Conferences which shall be initiated starting the 1991 Wet Season and regularly conducted thereafter by each of the PIO and ISO are:

- a. O and M Planning - to be held prior to the start of the wet season cropping period. That is at least a month prior to initial water delivery.
- b. O and M Mid-Season Assessment - to be held just after the planned irrigated area have been fully planted but not later than the mid-season;
- c. O and M Season-End Evaluation - to be held not later than two (2) weeks after completion of harvest in the system. After each wet season, this activity may be conducted with the NIA-IA O and M Planning for the dry season.

Participants to the above conferences are:

- a. Provincial Irrigation Offices (PIO):
 - 1. Provincial Irrigation Engineer;
 - 2. IDS Head and Institutional Development Officers; and
 - 3. Irrigation Technicians
- b. Irrigation System Offices (ISO):
 - 1. Irrigation Superintendent;
 - 2. Institutional Development Officers (IDO); and
 - 3. Water Resources Facilities Technician (WRFT or Watermasters (WM))

c. Irrigators Associations (IAs):

1. Presidents and
2. Vice-Presidents

d. Representatives from:

1. Land Bank of the Philippines (LBP);
2. Philippine Crop Insurance Corporation (PCIC);
and
3. Other Government or Non-Government Offices
(NGO) providing agricultural support services
or assistance programs to IA

The participants indicated in Item D may be invited in the later part of the meeting, if the NIA and IA find it necessary.

III. Activities and Required Reports

As the conferences shall also serve as a forum for gathering data and information for the planning, assessment and evaluation of operation and maintenance as well as the provision of agricultural support services or assistance programs, the field offices (ISO and RIO) shall be required to submit reports to the Regional Offices. The RIO shall submit summary reports to the Central Office, Attention: The Manager, Institutional Development Department, to enable the Central Office Staff to:

- a. monitor and assess field implementation;
- b. formulate policies and operational guidelines; and
- c. initiate improvement on existing Memorandum of Agreement

NIA-IA O and M Planning

This activity which must be initiated and completed at least one (1) month before the initial delivery of irrigation water in the system for the wet season has for its objective the collective planning and scheduling of the:

1. cropping calendar and pattern of planting;
2. delivery and distribution of irrigation water; and

3. acquisition of services from other government agencies and non-government organizations (NGO) supporting agricultural production in the irrigated area.

The sequence of activities in the NIA-IA O and M Planning is as follows:

1. presentation of the cropping calendar and pattern of the system during the previous season. This must be presented in the CCIPRF;
2. discussions of problems and issues experienced during the previous season as they relate to the cropping calendar and pattern of planting and delivery and distribution of irrigation water including the provision of agricultural support services in the whole and different portions (by lateral or IA) of the irrigation system;
3. planning the cropping calendar and pattern of planting for the wet and dry seasons including the schedules of delivery and distribution of irrigation water;
4. discussion of anticipated problems and issues on the provision of agricultural support services which may affect farmers' adherence to the cropping calendar and pattern of planting and schedules of delivery and distribution of irrigation water;
5. planning with the representatives of government agencies and non-government organizations schedules on the provision of agricultural support services; and
6. discussion and planning of the information campaign for the dissemination to the IAs' general membership of plans and schedules of:
 - a. cropping calendar and pattern of planting;
 - b. delivery and distribution of irrigation water;
 - c. provision of agricultural support services;
 - d. collection of data and information for the monitoring and assessment of implementation; and
 - e. periodic meetings of IA officers and members to attend to emerging issues and problems.

Within two (2) weeks after completing the information campaign, the field offices (ISO and PIO) shall submit the following report forms duly accomplished to the RIO:

1. APRF - Assistance Program Report Form; and
2. CCPPRF - Cropping Calendar and Pattern of Planting Report Form

Upon receipt of the reports of the field offices (ISO and PIO), the Regional Irrigation Offices shall prepare a summary report and submit two (2) copies to the NIA Central Office, c/o The Manager, Institutional Development Department, using the following:

1. APRF-S - Regional Summary of the ISO and PIO's Assistance Program Report Form; and
2. CCPPRF-S - Regional Summary of the ISO and PIO's Cropping Calendar and Pattern of Planting Report Form.

NIA-IA O and M Mid-Season Implementation Review

This activity must be initiated and completed just after the planned irrigated area have been fully planted but not later than the mid-season. It has for its objectives the collective review of the implementation of the:

1. cropping calendar and pattern of planting;
2. delivery and distribution of irrigation water; and
3. acquisition of services from other government agencies and non-government organizations supporting agricultural production in the irrigated area.

The sequence of activities in the NIA-IA O and M Mid-Season Review are as follows:

1. presentation of the actual cropping calendar and pattern of planting of the system of the on-going season and the projection of the crop area and growth stages in the remaining period of the season. The presentation needs to be superimposed to the CCPPRF prepared during the NIA-IA O and M Planning;
2. discussions of the problems and issues relative to cropping calendar and pattern of planting, delivery and distribution of irrigation water, submission of data and information on cropping and farming acti-

ivities, and provision of agricultural support services in the whole and different portions (by lateral or IA) of the system;

3. action planning to resolve existing issues and problems and minimize such in the remaining period of the current season; and
4. discuss implications of present cropping calendar and pattern of planting to those planned for the dry season and preparation of preliminary programs and plan of action for the dry season; and
5. discuss and plan for information campaign regarding agreements during the meeting for the information of the general memberships of the IA.

Within two (2) weeks after completing the information campaign, the field offices (ISO and PIO) shall submit the following report forms duly accomplished to the RIO:

1. AIRF - Assistance Implementation Report Form; and
2. CCPPRF - Cropping Calendar and Pattern of Planting Report Form reflecting the planned, actual and projections for the remaining period of the season.

Upon receipt of the reports of the field offices (ISO and PIO), the Regional Irrigation Offices shall prepare a summary report and submit two (2) copies to the NIA Central Office, c/o The Manager, Institutional Development Department, using the following:

1. AIRF-S - Regional Summary of the ISO and PIO's Assistance Implementation Report Form; and
2. CCPPRF-S - Regional Summary of the ISO and PIO's Cropping Calendar and Pattern of Planting Report Form. This must include planned, actual and projections for the remaining period of the season.

NIA-IA O and M Season End Evaluation

This activity must be initiated and completed two (2) weeks before the irrigation for the dry season crop starts. Its objectives are the collective review of the implementation of the previous season and planning and scheduling of the dry season's:

1. cropping calendar and pattern of planting;
2. delivery and distribution of irrigation water; and
3. availment of services from other government agencies and non-government organizations supporting agricultural production in the irrigated area.

The sequence of activities in the NIA-IA O and M Season End Evaluation is as follows:

1. presentation of the actual cropping calendar and pattern of the system during the previous (wet) season with the plan for the dry season (resulting from the NIA-IA O and M Planning at the start of the wet season);
2. discussions of the implications of the previous (wet) season's cropping calendar and pattern of planting with those planned for the dry season, planned delivery and distribution of irrigation water, and provision of agricultural support services in the whole system and different portions (by lateral or IA);
3. discussion of adjustment of dry season's cropping calendar and pattern of planting and planning of schedules of delivery and distribution of irrigation water;
4. discussion of anticipated problems and issues in the provision of agricultural support which may affect farmers' adherence to the cropping calendar and pattern of planting and schedules of delivery and distribution of irrigation water;
5. planning with representatives of government agencies and non-government organizations schedules on the provision of agricultural support services;
6. discussion and planning for information campaign for the dissemination of plans and schedules of:
 - a. cropping calendar and pattern of planting;
 - b. delivery and distribution of irrigation water;
 - c. provision of agricultural support services;
 - d. collection of data and information for the monitoring and assessment of implementation; and
 - e. periodic meetings of IA officers and members to attend to merging issues and problems.

Within two (2) weeks after completing the information campaign, the field offices (ISO and PIO) shall submit the following report forms duly accomplished to the RIO:

1. AERF - Assistance Evaluation Report Form (Wet Season);
2. CCPPRF - Cropping Calendar and Pattern of Planting Report Form reflecting the planned and actual for the wet season, and the planned for the dry season;
3. NMF-Q-B - National Monitoring Form on IAS' Wet Season Performance on O and M. For NIS IAs;
4. CMF-Q-B - Communal Monitoring Form on IAS' Wet Season Performance on O and M. For CIS IAs; and
5. APRF - Assistance Program Report Form, for those to be covered during the dry season

Upon receipt of the reports of the field offices (ISO and PIO), the Regional Irrigation Office (RIO) shall prepare a summary report and submit two (2) copies to the NIA Central Office, c/o The Manager, Institutional Development Department, using the following:

1. AERF-S - Regional Summary of the ISO and PIO's Assistance Evaluation Report Form;
2. CCPPRF-S - Regional Summary of the ISO and PIO's Cropping Calendar and Pattern of Planting Report Form. This must include the planned and actual for the wet season, and the planned for the dry season;
3. NMF-QB-S - Regional Summary of National Monitoring Form on NIS IAs' Wet Season Performance on O and M;
4. CMF-QB-S - Regional Summary of Communal Monitoring Form on CIS IAs' Wet Season Performance on O and M; and
5. AIRF-S - Regional Summary of the ISO and PIO's Assistance Program Report, for those to be covered during the dry season.

Dry Season's NIA-IA O and M Conference

Similar to the wet season, the NIA-IA O and M Conferences for the dry season must also be conducted. In fact, it may even be needed to conduct frequent meetings as water supply diminishes rapidly during the season.

As above indicated the NIA-IA O and M Planning for the dry season will have to be done with NIA-IA O and M Season End Evaluation for the wet season. A very obvious reason for this is that since most of our irrigation systems, both national and communal, are diversion type and with no storage capacities, fallow (without planted crops) period between the wet and dry seasons are normally minimized. Therefore, the cropping calendar and pattern of planting during the dry season is highly dependent on the actual cropping calendar and pattern of planting of the previous wet season.

Similarly, the NIA-IA O and M Mid-Season Assessment and Season End Evaluation for the dry season must also be conducted. The same sequences of activities will have to be followed and required reports will have to be prepared and submitted.

However, the Season End Evaluation for the dry season will have to be conducted separately with the NIA-IA O and M Planning for the next (Wet) Season because the fallow period between the dry and wet season is too long.

IV. Report Forms

Most of the report forms required in this guideline are those already indicated in Memorandum Circular No. 46, Series of 1990 specifically the forms about the availment of assistance programs.

For Season 19

(Form APRF)

Prepared by:

Submitted by:

Manager, Regional IDD

Regional Irrigation Manager

For Season. 19

Region:

Form 17-1-1

[illegible]

Prepared by:

Submitted by:

Submitted by:

Manager, Regional IDD

Regional Irrigation Manager

Regional Irrigation No.

For Season. 19

(Form AIRF)

Prepared by:

Submitted by:

Manager, Regional IDB

Regional Irrigation Manager

For Season, 19

Region: _____

[illegible]

Prepared by:

Submitted by:

Manager, Regional IDD

Regional Irrigation Manager

For Season. 19

Province/System: _____ Region: _____

[illegible]

Prepared by:

Reviewed by:

Submitted by:

**Provincial Irrigation Engineer/
Irrigation Superintendent**

Manager, Regional IDD

Regional Irrigation Manager

For Season. 19

Region: _____

[illegible]

Prepared by:

Submitted by:

Manager, Regional IDD

Regional Irrigation Manager