

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

MC # 34, S. 1991

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT  
ADMINISTRATORS, DEPARTMENT MANAGERS,  
REGIONAL IRRIGATION MANAGERS,  
PROVINCIAL IRRIGATION ENGINEERS  
AND ALL OTHERS CONCERNED

SUBJECT : BUDGET REVIEW OF THE CENTRAL OFFICE, REGIONAL  
OFFICES AND AT THE MRIIS/UPRIIS HEAD OFFICES

It has been assessed that most of the operating budget proposals prepared and submitted by field offices did not reflect reasonable figures and were not consistent with the supporting statements schedules. This may be attributed to the lack of budget review in the regional offices and head offices of MRIIS and UPRIIS.

In line with the objective of coming up with a more realistic current operating budget (COB) for every calendar year, it is directed that a budget review shall become a regular activity at the Regional Offices, Head Offices of MRIIS and UPRIIS and also at the Central Office in accordance with the following guidelines:

1. A Budget Review Committee (BRC) shall be formed in the central office and regional/head offices which shall be composed of the following:

Central Office -

Manager, Controllership Department	- - -	Chairman
Manager, Systems Management Dept.	- - -	Vice Chairman
Manager, CIDIP/CIDP	- - - - -	Member
Manager, Construction Management Dept.	-	Member
Manager, Treasury Department	- - - - -	Member
Manager, Personnel & Records Dept.	- - -	Member
Manager, Budget Division	- - - - -	Facilitator/ Coordinator

Regional/Head Offices -

Regional Irrigation/Operations Manager	-	Chairman
Finance & Management Div. Manager/ Acctg. Unit, Head (MRIIS & UPRIIS)	-	Vice Chairman
Manager, Operation Division	-	Member
Manager, Engineering Division	-	Member
Manager, Institutional Dev. Div.	-	Member
Manager, Administrative Division	-	Member
Manager, Equipment Division	-	Member

All the above, primarily those in the Finance and Management Sector must be actively involved in the budget review.

*18 Apr 91*

2. In the preparation and review of COB proposals, the following factors should be taken into consideration:

A. Realistic projection of income

- a. Attainable income estimates for ISF and CIS amortizations based on the most acceptable level of collection efficiency.
- b. Capability to generate the desired equity contributions from IAs.
- c. Generation of income from equipment rentals and sale of non-performing assets at desirable level.
- d. Probable revenues from income-generating activities/projects and other sources.

B. Realistic Expense Budget -

- a. Necessity of filling-up of positions and hiring of daily personnel.
- b. Effect of increase/decrease of prices and fares
- c. Appropriate need of office supplies and materials and maximum utilization thereof.
- d. Frequency and necessity of travel.
- e. Appropriate collection expense fund and its proper use.
- f. Proper use of NIA service vehicles and motorcycles.
- g. Others that may be found relevant and necessary

- 3. All responsibility centers are required to prepare and submit to their respective BRC not later than August 15 of every year their proposed COB for the following year with the complete data and supporting schedules required under MC 46, S. 1990 for review. Responsibility centers refer to systems/districts, PIOs, the divisions in the regional office/head office (MRIIS & UPRIIS) and the departments and staffs in Central Office.
- 4. After a thorough and careful review, the committee shall call the responsibility center heads for budget hearing where the reviewed COB proposals will be presented for deliberation and finalization.
- 5. The final COB of regional/head offices as approved by their respective BRC shall be summarized by the Finance and Management Division/Acctg. Unit (MRIIS & UPRIIS) for submission to the Budget Division, Controllorship Department not later than September 15 of each year supported by the data and schedules required under MC No. 46, s. 1990. COBs of central office responsibility centers approved by the BRC concerned shall also be submitted to the Budget Division before the said date.

6. After checking the completeness of the final COBs of the regional offices, MRIIS and UPRIIS as to data required and supporting schedules, the Budget Division shall forward the same to the Central Office BRC not later than September 30, of each year for final review. When necessary, a budget hearing shall be called by the committee where the presence of the Chairman and/or vice chairman of the BRC of the region under question shall be requested to deliberate on their proposed COB. The review process must be completed before October 31.
7. COBs passed by the Central Office BRC shall be returned not later than October 31 of each year to the Budget Division, Controllershship Department for consolidation and preparation for board approval.

This memorandum circular shall take effect this year in the preparation of the Operating Budget for the ensuing calendar year 1992.

FOR STRICT COMPLIANCE.

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

April 15, 1991