

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

MC # 37, s. 1991

MEMORANDUM CIRCULAR

TO : DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
REGIONAL IRRIGATION MANAGERS, OPERATIONS MANAGERS,
PROJECT MANAGERS, IRRIGATION SUPERINTENDENTS,
PROVINCIAL IRRIGATION ENGINEERS, REGIONAL/PROJECT
ACCOUNTANTS, REGIONAL AUDITORS AND ALL OTHERS
CONCERNED
National Irrigation Administration

SUBJECT : Bonding of NIA Bill Collectors

It has been noted lately that the authority granted to Regional Irrigation Managers, Operations/Project Managers to designate in writing employees of NIA as temporary assistant Bill Collectors without bond for a period of six (6) months renewable thereafter as the need arises pursuant to MC # 22, s. 1977, with PD # 883 as implemented by COA under its Memorandum Circular # 76-aa dated March 2, 1976, as its legal basis has been repealed by PD # 1445, otherwise known as the Government Auditing Code of 1978. Section # 10 of said PD # 1445 provides that every accountable officer, among others, shall be properly bonded in accordance with law.

In this connection, the Regional Irrigation Managers (RIM) and Operations/Project Managers (OM/PMs) are directed to see to it that only permanent Water Resource Facilities (WRF) Technicians who are designated as deputized bill collectors shall be properly bonded as required by PD # 1445. If, however, the Water Resource Facilities (WRF) Tenders are needed to assist the WRF Technicians in collecting ISF, the WRF Tenders shall be designated by the RIM/OM/PM as deputized assistant bill collectors who need not be bonded provided that the following conditions shall be strictly adhered to:

1. Before recommending the designation of WRF Tenders as Deputized Assistant Bill Collectors, the Irrigation Superintendents should take into consideration the recommendees' habits, character and associations as a precaution against unsafe risks.

2. The WRF Tenders recommended by the Irrigation Superintendent shall be designated as deputized assistant bill collectors in writing by the RIM/OM/PM concerned for a period not exceeding six (6) months at a time and revocable anytime at the discretion of the designating officer.
3. The WRF Technicians designated as deputized bill collectors shall supervise and control the NIA Official Receipts issued to them and being used by the WRF Tenders designated as their assistant bill collectors. For control purposes, the deputized bill collectors shall require their assistant collectors to present to the former for verification at the end of each working day the used and unused NIA official receipts and acknowledgment receipts for collections turned over to him by the latter. Failure on the part of the WRF Tender and/or assistant bill collector to turn over in full his total collections for the day to the WRF Technician and to present used/unused OR/ARs at the end of each working day shall make him administratively/criminally liable therefor pursuant to existing laws, rules and regulations.
4. The entire collections made by the duly designated assistant bill collectors shall be turned over daily to their respective WRF Technicians designated as deputized bill collectors who in turn, together with his own actual collections, shall remit to the system's cashier in accordance with the existing collection and remittance procedure under NIA MC # 28, s. 1986 and under existing procedure for palay collection. Unlike in the remittance of collections of the deputized bill collectors to the system's cashier where the issuance of Official Receipt for the remittance is required, collection turn-over receipt (see attached form) shall be issued for the turn-over of collections to the deputized bill collectors by the assistant bill collectors.
5. The WRF Technician designated as deputized bill collector shall, within five (5) working days upon receipt of a collection turned over to him by his assistant bill collector (WRF Tender), make random confirmation with the farmer concerned to determine the correctness of the amount collected from him. Any member of the System's Collection Task Force maybe designated by the Chief of System to assist in the confirmation of collections made and turned over by the assistant bill collector if so requested by the WRF Technician concerned. In the event that amount

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appearing on the original OR/AR is greater than what has been actually turned over to him based on the duplicate copy of the OR/AR shall report the same within 24 hours to the Chief of System who shall institute appropriate sanctions against the erring assistant bill collector who is primarily accountable/liable therefor.

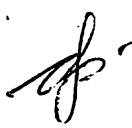
6. Upon termination of their designations, the deputized assistant bill collectors shall turn over the used and unused official receipts and acknowledgement receipts to their deputized bill collectors.

This Memorandum Circular takes effect immediately and all issuances inconsistent herewith are hereby revoked or modified accordingly.

Strict compliance by all concerned is hereby enjoined.

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

April 26, 1991

A handwritten signature in dark ink, appearing to be a stylized 'J' or 'B' followed by a flourish.

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

River Irrigation System

COLLECTION TURN-OVER RECEIPT

(Date)

TO WHOM IT MAY CONCERN:

This is to acknowledge receipt of the amount of

_____ (P _____) and/or _____
kilograms of palay from _____, deputized
assistant bill collector representing his/her ISF collection
for the day covered by NIA OR/AR Nos. _____ to _____.

(Name/Signature of Deputized
Bill Collector)

pearl