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

MC No. 54, s. 1991

MEMORANDUM CIRCULAR

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

SUBJECT : CONTINUED ADOPTION OF AUSTERITY MEASURES IN ALL
OPERATIONS

As a result of the natural calamities (1990 earthquake and super typhoon, droughts and the Mt. Pinatubo eruption) which had greatly reduced NIA's irrigated areas in national systems and CIS coverage, and the low buying price of palay this year, the generation of corporate income from ISF collection and CIS amortization has been adversely affected. In addition, the delayed release for capital outlays for the current year, thus delaying also the construction program, has similarly adversely affected generation of potential income from management fees and equipment rental. On the other hand, the increasing costs of operations particularly in personal services due to additional allowances, prices of supplies and materials will mean higher operating expenses.

It is expected that through the concerted efforts of all employees, the Agency can cope with the above situation by way of adhering to the cost reduction/austerity measures imposed by both the national government and NIA as follows:

1. MC No. 59, series of 1990, Continued Adoption of Economy Measures in Government Operations for CY 1990

Administrative Order (A.O.) 177 dated 29 June 1990 provides the direction for the continued adoption of economy measures in government operations for CY 1990. It embodies limitations on the construction of office buildings, travels abroad, in-house publications, filling of positions, gift-givings, paid media ads, disbursements of office supplies and materials, purchase of staff vehicles, equipment and furnitures, hiring of consultants and overtime.

2. MC No. 65, series of 1990, National Energy Conservation Program

Pursuant to Executive Order (E.O.) 418 dated 18 August 1990, all government agencies shall reduce their monthly consumptions of electricity (in kwh) and petroleum products (in liters) by 10 percent and 15 percent, respectively, as compared to consumptions during the corresponding months of the preceeding year.

NIA or project-owned vehicles shall be used only for official business and the use of air conditioning units, particularly during lunch breaks, lights and other electrical appliances shall be regulated.

All NIA offices, including projects, shall have an Energy Conservation Officer responsible for the implementation of this circular as well as the development and implementation of other energy conservation measures peculiar to his office.

3. MC No. 8, series of 1991, Economy Measures Re: Personnel Matters

Daily personnel in field offices shall be retained only when work to be done is fully supported with cash. At the central office, the need for daily personnel shall be based on the latest work count of the units. The filling of vacant monthly positions shall be temporarily suspended. Only those with approved authority to fill prior to 31 January 1991 shall be given due course.

4. MC No. 12, series of 1991, Directing the Continued Adoption of Economy Measures for FY 1991

Pursuant to A.O. 205 dated 4 January 1991, limitations are set on the grant and payment of honoraria and similar allowances, hiring of consultants, foreign travels, conduct of all seminars, conventions, sports activities and other similar activities. The staff should be reduced to the barest minimum that can be supported by available funds.

5. MC No. 23, series of 1991, Guidelines and Procedures for the Implementation of Agency Staff Reduction Programs Pursuant to Administrative Order No. 205

The National Budget Circular No. 421 dated 11 February 1991 outlines the guidelines and procedures to be followed to effect the five percent and ten percent reduction in personnel complement by 30 June and 31 December 1991, respectively, pursuant to AO 205.

6. MC No. 29, series of 1991, Merger of Administrative and Finance Functions of Offices Located in the same Compound as the Regional Office

Related functions in offices (RIO, PIO and NIS) in eight regions located in the same compound as the Regional Office is effected.

7. MC No. 48, series of 1991, Civil Service Commission Memorandum Circular on the Adoption of Economy Measures in the Conduct of Training and Development Activities

Government training programs should be conducted in the most economical manner possible. Government employees can attend trainings conducted by the private sector on official time only if there will be no additional expenses on the part of the agency.

8. OC No. 2, series of 1991, Guidelines on the Reduction in Force for Personnel Based in Central Office

The circular spells out the status of daily personnel with appointments up to 30 June 1991 and personnel in project offices.

9. OC No. 3, series of 1990, Energy Conservation in NIA Central Office

Pursuant to E.O. 418, the central office managers/heads are ordered to enforce the official use only of electricity-run office equipment; proper scheduling of the use of NIA vehicles to limit their trips to the very necessary; delivery of official communications

thru the Records Division and to avoid the use of NIA vehicles outside office hours and outside Metro Manila except when the trip is authorized/approved.

The Manager of the Procurement and Physical Resources Department has been designated as Energy Conservation Officer.

10. OM No. 2, series of 1991, Pooling of Service Vehicles

The service vehicles of the various departments and project offices in the central office are pooled to maximize the utilization of transport logistics and manpower resources.

In addition, the following measures shall be complied with to further effect decreases in operating expenditures, thus, offsetting the considerable reduction in the corporate operating income.

1. The existing work force will be maintained or whenever feasible, even reduced. Hiring of new employees will be temporarily stopped.
2. Filling up of vacant positions will be limited to those that are very necessary.
3. Overtime shall be discouraged except in the performance of activities needing immediate attention such as not to cause losses to government property and could not be postponed for the next regular working day.
4. Where feasible, certain services in the RIO, PIO and ISO located in one compound shall be pooled or merged. Under such situation, a common janitorial, messengerial, security and other administrative support staff shall be organized.

Everybody is directed to strictly adhere to the cost reduction measures. Dissemination of this circular to all offices and employees is further enjoined.

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

31 July 1991

Jos B. Del Rosario