

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

MC# 16, s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS AND STAFF, REGIONAL IRRIGATION
DIRECTORS, PROJECT/OPERATIONS MANAGERS, REGIONAL/
PROJECT ACCOUNTANTS/AUDITORS, IRRIGATION
SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS
AND ALL OTHERS CONCERNED

SUBJECT : SEPARATE BILLING OF THE CURRENT ISF AND BACK
ACCOUNTS

The present practice of combining the billing of current and back ISF accounts into one Bill and Statement of account makes the total amount due, in many instances, appear to be beyond the farmer's capacity to pay. Under such situation, the irrigation user tend to just ignore paying the dues, including the current charges. This then would contribute to the piling-up of unpaid back accounts. However, if the billing of the current ISF charges is segregated from that of the back accounts there is a greater chance that NIA could at least be paid for the current charges.

As a measure of encouraging farmers to pay their ISF accounts and with the objective of improving NIA's collection performance, it is directed that billing of the current ISF charges be made separately from that of the back accounts. For this purpose, attached for easy and ready reference are pro-format of the BILL for the current ISF charges marked as Annex "A". The Bill shall be served regularly every cropping season to farmers on or before threshing time and the STATEMENT OF BACK ISF ACCOUNT marked as Annex "B" of this circular shall be rendered to farmers once a year until fully paid. The NIA Field Offices concerned shall reproduce these Forms for their use. Bills (Form A) should be numbered in numerical series indicating the calendar year of both dry/wet season that are being billed. The series is only good for one calendar year and start a new series every year.

Example:

000001-93

:
:- :... Calendar Year (CY)
:..... Serial Number (1st bill issued for the CY)

This circular, which amends portion of the Revised Billing Procedures specifically in the preparation of the Bill and Statement of Accounts under MC# 83, s. 1979, as supplemented by MC# 26, s. 1980, shall take effect at the discretion of the RIM/OM/PM but not later than the next cropping season immediately following the latest cropping season in their respective area of jurisdiction to be reckoned from date of this Circular.

Compliance hereof is enjoined.

(SGD.) APOLONIO V. BAUTISTA
Administrator

Attached a/s:

March 30, 1993

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

Annex "A"

Bill no. _____

(Date)

B I L L

(Name and Address of Landowner/Lessee/Beneficiary)
Lot No.: _____ District/Division/Zone: _____
Cropping Season: _____ Due Date: _____

P A R T I C U L A R S		:	C U R R E N T C H A R G E
Area Irrigated and Planted (In Hectares)	Rate per Hectare		
_____	_____		_____ KGS.

PREPARED BY:

APPROVED BY:

RECEIVED BY:

Billing Clerk

Irrigation Superintendent

Farmer/Client

Note:

1. Please pay in cash on or before DUE DATE to avail of the 10% discount or incur 1% penalty a month if paid after due date.
2. If you pay this bill in cash and in full, please demand the corresponding OFFICIAL RECEIPT from our collector.
3. Should you be unable to pay in full, you may pay partially but you shall lose the discount.
4. If you pay this bill in palay, please be informed that the NIA shall charge additional fees to cover handling and storage costs and expected losses from shrinkage due to moisture content or low value of palay due to impurities or poor quality. Please demand ACKNOWLEDGEMENT RECEIPT for any payment in the form of palay.
5. This bill include only the CURRENT CHARGE. Please pay all BACK ACCOUNTS in order not to incur further penalties.

NOTE: To be translated in the local dialect.

Republika ng Pilipinas
PANGPANGANG PANGKALAKARAN NG PAGTUTULAY
(National Irrigation Administration)
Irrigation System

Form: "B"

(Date)

STATEMENT OF BACK ACCOUNTS

(Name and Address of Landowner/Lessee/Beneficiary)	
Lot No.:	District/Division/Zone:
P A R T I C U L A R S	
: AMOUNT IN KILOGRAMS	
Unpaid Irrigation Fees as of this date (New rate start- ing July 1, 1975)	
Add: Penalties incurred as of this date	
Total Back Accounts due as of this date (New rate)	
Total Unpaid Old Irrig. Fees (Old rate prior to 7-1-75)	

PREPARED BY:

APPROVED BY:

Billing Clerk:

Head of System:

Note:

1. Please demand OFFICIAL RECEIPT upon payment.
2. If you have any problem with your account and our services, please see the Head of the System.

NOTE: To be translated in the local dialect.