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

M.C. No. 23, s. 1993
April 15, 1993

MEMORANDUM CIRCULAR

T O : The Deputy Administrator, Assistant Administrators,
Department Managers, Regional Irrigation Managers,
Operation Managers, Project Managers, and all
others concerned

SUBJECT : Redefining the Role of the RIM in the Implementation
of Foreign-assisted National/Multi-purpose Projects

In view of the responsibility of the Regional Irrigation Manager (RIM) as official representative of the Agency to the Regional Development Councils, it is but proper that the said official is fully aware of every program being undertaken by the agency within the Region, especially the implementation of national/multi-purpose foreign-assisted projects. This situation thus necessitates redefining the role of the RIM with respect to these projects in order to adequately equip him for these and other fora, to wit:

1. The RIM shall familiarize himself with the projects in his region by being furnished, before any project starts or as the materials become available, a copy of the Appraisal Report, Loan Agreement and the Project Agreement.
2. The RIM shall be consulted in the preparation of the project's Master Implementation Plan to include among others, the setting up of the organization structure and staffing pattern, physical and financial planning of project activities, etc.
3. The RIM and the PM together with their senior staff shall meet regularly, preferably on a monthly basis, for the purpose of consultation about the project. The minutes of the meeting shall be made part of the Monthly Progress Report.
4. The RIM shall have free access, in coordination with the PM, to monitor and verify the progress of project implementation and conduct of work. Any suggestion/recommendation of the RIM arising out of this verification shall be taken up with the PM who shall in turn see to it that the suggestion/recommendation is given due consideration.
5. The RIM shall be furnished a copy of all project reports submitted by the Project Office, for his information and ready reference.

6. The RIM shall be free to request for a test run of the completed facilities whenever possible to verify the functionality of the facilities. Any related observation, evaluation and recommendation shall be taken up with the PM in a meeting specifically called for the purpose and the result thereof informed the AA concerned.
7. The RIM shall review the plans of action for the turn-over/change of status of the project to system. His comments shall be given due course before the plan is submitted for approval of the Administrator.

For compliance.

(SGD.) APOLONIO V. BAUTISTA
Administrator

April 29, 1993