

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

MC # 13, s. 1995

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT  
ADMINISTRATORS, DEPARTMENT/REGIONAL/  
OPERATIONS/PROJECT MANAGERS, IRRIGATION  
SUPERINTENDENTS, CHIEFS OF PROVINCIAL  
IRRIGATION OFFICES AND ALL OTHERS  
CONCERNED  
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : Confirmation of Official Receipt and  
Acknowledgment Receipt

As a precaution against the fraudulent practice of indicating in other copies of the Official Receipt (OR) or Acknowledgment Receipt (AR) a lesser amount than that of the original OR or AR, the confirmation of official receipt issued to irrigation users or IAs through random sampling shall be conducted in all NIA field offices most especially in the National Irrigation Systems (NIS).

In this connection, the Finance and Management Division in the region is required to carry out this task. On the basis of the Report of Collections submitted by field collectors, confirmation letters shall be prepared and <sup>t</sup>send to irrigation users selected at random to confirm the veracity of the amount of collection as indicated in the official receipts. At least 10% of the ORs/ARs in the reports of collections of each collector every time these are submit-

*J. in Apr 95*

ted shall be subjected to confirmation. However, for system or areas in the system where irregularities are suspected, confirmation must cover at least 25%. A list enumerating the selected ORs or ARs shall be prepared by the Finance and Management Division in the region containing the OR/AR number, date, amount, name of irrigation user-payor and address. This list, after it is approved by the RIM/OM, shall be forwarded to the NIS concerned.

Based on this approved list, confirmation letters using the herein format translated in local dialect must be prepared in the NIS to be signed by the Head of System and to be sent out to concerned irrigation users. The Finance and Management Division shall be furnished copies of confirmation letters for control and monitoring purposes. Continuous close monitoring of this particular activity by the said division in coordination with Heads of System must be strictly observed as this serves as deterrence in the commission of fraud in the issuance of OR/AR.

The Regional Irrigation Manager shall take appropriate action and shall impose the proper sanctions to erring collectors should they be found guilty of fraud.

Strict compliance is enjoined.

(SGD.) APOLONIO V. BAUTISTA  
Administrator

March 28, 1995

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
River Irrigation System

\_\_\_\_\_  
(Date)

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

This is to inform you that your payment for Irrigation Service Fee (ISF) in the total amount of \_\_\_\_\_ (In words)  
(P\_\_\_\_\_) / \_\_\_\_\_ kilogram of palay covered by  
OR/AR No. \_\_\_\_\_ dated \_\_\_\_\_, is credited  
to your account with us.

It is requested that should you find any discrepancy in the amount indicated in the above-stated OR/AR No. \_\_\_\_\_ issued to you, please do not hesitate to write our Manager at the following address so that proper correction will be made in your account:

The Regional Irrigation Manager  
NIA Region \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your valued payment for services rendered on your farm lot.

Very truly yours,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Designation)