

Republic of the Philippines  
NATIONAL IRRIGATION ADMINISTRATION  
(Pambansang Pangasiwaan ng Patubig)  
Quezon City

NC No. 21, s. 1997

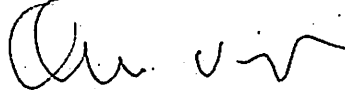
MEMORANDUM CIRCULAR

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

SUBJECT : DELEGATED AUTHORITIES OF NIA OFFICIALS  
ON DISBURSEMENT VOUCHERS  
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For the guidance of all concerned, attached herewith is NIA Board Resolution No. 6708-97, series of 1997, approving the delegated authorities of NIA officials on financial matters particularly on disbursement vouchers. The new authorities aim to facilitate the processing of disbursement vouchers and to define responsibilities and accountabilities of NIA officials in the disbursement of public funds.

For immediate compliance.

  
ORLANDO V. SORTANO  
Administrator

June 23, 1997

DELEGATED AUTHORITIES OF NIA OFFICIALS ON DISBURSEMENT VOUCHERS

**SUBJECT MATTER**

**SIGNATORY**

**FINANCIAL MATTERS**

**I. Disbursement Vouchers**

A. For all claims such as Personal Services, TEV, etc., Procurement of supplies, materials, spare parts, Office Equipment and Civil Works Contract including DV to support Withdrawal Applications to Foreign Lending Institutions.

**1. Box A**

a. Central Office:

- Above P1.5 M
- Up to P1.5 M

- AA and Dept. Manager Concerned
- Dept. Manager Concerned

**2. Box B**

a. Central Office:

- Above P100T
- 100T and below

- Manager, General Accounting Division
- Chief, Disbursement Section

**3. Box C**

a. Central Office:

- Above P4M
- Up to P4M
- Up to P3M
- Up to P500T
- Up to P100T

- Administrator
- Deputy Administrator
- AA for F and M
- Manager, CD
- Manager, Budget Division

**B. Funding Checks/Fund Transfers**

**1. Box A**

- Above P1.5M
- Up to P1.5M

- AA for F and M
- Manager, CD

## ***SUBJECT MATTER***

## ***SIGNATORY***

### **2. Box B**

- Above P50T

Manager, General  
Accounting Division

- P50T and below

Chief, Disbursement  
Section

### **3. Box C**

- Above P3M

Administrator

- Up to P3M

AA for F and M

## **II. Checks**

All checks shall be signed by the Manager, Cash Division and countersigned by the official who approved (under Box C) the disbursement voucher.

### **Note:**

#### **Box A**

Expenses/cash advance necessary, lawful and incurred under my direct supervision.

#### **Box B**

Certified as to: availability of funds/budgetary allotment; expenditure properly certified; supported by documents; account codes proper; previous cash advance liquidated/ accounted for.

#### **Box C**

Approving