

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

MC # 33 s, 1998

MEMORANDUM CIRCULAR

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

SUBJECT : **SUBMISSION OF MONTHLY REPORTS**

1.0 **Purpose**

This circular is issued pursuant to the attached Memorandum directive from the President dated 05 August 1998 requiring the submission of monthly reports to the Office of the President.

2.0 **Contents**

The reports shall cover the following:

- 2.1 Financial Status (January 1998 to present) on a by project/subproject basis. (see attached MISD Forms)
- 2.2 Physical Accomplishment (January 1998 to present) on a project/subproject basis. (see attached MISD Forms)

3.0 **Responsibility of Chiefs of Offices**

The Chiefs of Offices/Projects concerned shall be held responsible for the implementation of this Circular in their respective area of jurisdiction.

4.0 **Deadline of Submission**

For uniformity, the cut-off date of the report shall be every 25th of the month under review. Such reports shall be submitted on a **monthly basis** on or before the 29th of the month under review to the Office of the Administrator (Attn.: MISD, CORPLAN) for consolidation and subsequently for submission to the Office of the President. Also,

[Handwritten signature]

provide copies of your report to the respective C.O.-based PMOs/Departments.

The deadline of submission for the first report covering the period January 1, 1998 to August 31, 1998 shall be on September 3, 1998.

5.0 Effectivity Date

This circular shall take effect starting August 1998.

For strict compliance.


MANUEL ANTONIO S. AREVALO
Administrator

September 01, 1998

MALACAÑANG
MANILA

MEMORANDUM DIRECTIVE FROM THE PRESIDENT

TO : Director-General, Philippine Economic Zone Authority (PEZA)
Administrator, Light Rail Transit Authority (LRTA)
Administrator, Local Water Utilities Administration (LWUA)
Administrator, Metropolitan Waterworks and Sewerage System (MWSS)
General Manager, National Development Company
Administrator, National Electrification Administration (NEA)
Administrator, National Food Authority (NFA)
President, National Housing Authority (NHA)
Administrator, National Irrigation Administration (NIA)
President, National Power Corporation (NPC)
President and CEO, Philippine National Oil Company (PNOC)
General Manager, Philippine National Railways (PNR)
General Manager, Philippine Ports Authority (PPA)

SUBJECT : SUBMISSION OF REPORTS

DATE : 05 August 1998

=====

You are hereby directed to strictly comply with all the reporting requirements of the Government Corporate Monitoring and Coordinating Committee (GCMCC) including, but not limited, to the following:

1. Financial Statements (beginning January 1998 to the present)
2. Accomplishment Reports (physical/organizational accomplishments, including status of ongoing projects vis-a-vis the Agency's corporate plans)

Submit these requirements monthly to my Office, through the GCMCC Secretariat at the Presidential Management Staff, every 5th day of the succeeding month.

For compliance.


JOSEPH EJERCITO ESTRADA

CY 1998 PROGRAMS
PHYSICAL AND FINANCIAL STATUS OF IRRIGATION PROJECTS
AS OF _____ 1998

REGION: _____

MISD FORM NO. 1

[illegible]

CY 1998 PROGRAMS (Roads and Drainage Systems)
PHYSICAL AND FINANCIAL STATUS
AS OF _____ 1998

REGION: _____

MISD FORM NO. 2

[illegible]

CY 1998

MISD FORM NO. 3

[illegible]

AS OF 1998

REGION: _____

MISD FORM NO. 4

[illegible]

CARRY-OVER PROGRAMS (Roads and Drainage Systems)
PHYSICAL AND FINANCIAL STATUS
AS OF _____ 1998

REGION: _____

MISD FORM NO. 5

[illegible]

NATIONAL IRRIGATION ADMINISTRATION
EDSA, Diliman, Quezon City

STATUS OF CY 1998 APPROPRIATION
AS OF _____ 1998

CY 1998 PROGRAM

MISD FORM NO. 6

Name of Project (Funding Source)	Gross Appropriation	Net Appropriation			GARO/SARO Releases			Obligation			NCA/NCAA Releases		
		Peso Counterpart	Loan Proceeds	Total	Peso Counterpart	Loan Proceeds	Total	Peso Counterpart	Loan Proceeds	Total	Peso Counterpart	Loan Proceeds	Total
I. Foreign-Assisted Projects													
1.													
2.													
3.													
4.													
5.													
6.													
Total for FAPs													
II. Locally-Funded Projects													
1.													
2.													
3.													
4.													
5.													
6.													
Total for LFPs													
III. Other Sources													
1.													
2.													
3.													
Total for Other Sources													
GRAND TOTAL													

TO BE FILLED UP BY CONTROLLERSHIP DEPARTMENT - CENTRAL OFFICE

STATUS OF CY 19__ APPROPRIATION
AS OF _____ 1998

PREVIOUS YEARS' ALLOCATION (SPECIFY YEAR)

MISD FORM NO. 7

Name of Project (Funding Source)	Gross Appropriation	Net Appropriation			GARO/SARO Releases			Obligation			NCA/NCAA Releases		
		Peso Counterpart	Loan Proceeds	Total	Peso Counterpart	Loan Proceeds	Total	Peso Counterpart	Loan Proceeds	Total	Peso Counterpart	Loan Proceeds	Total
I. Foreign-Assisted Projects													
1.													
2.													
3.													
4.													
5.													
6.													
Total for FAPs													
II. Locally-Funded Projects													
1.													
2.													
3.													
4.													
5.													
6.													
Total for LFPs													
III. Other Sources													
1.													
2.													
3.													
Total for Other Sources													
GRAND TOTAL													

TO BE FILLED UP BY CONTROLLERSHIP DEPARTMENT - CENTRAL OFFICE

**IA Development (NIS and CIS)
CY 1998**

MISD Form No. 8

PARTICULARS	TARGET CY 1998	ACCOMPLISHMENT (01 January 1998 to ____ 1998)			
		NATIONAL	COMMUNAL	TOTAL	STATUS (%)
1. IA Organization					
a. No. of IA Organized					
Area Covered, ha					
No. of Farmers					
b. IA Strengthening					
No. of IA					
Area Covered, ha					
No. of Farmers					
c. No. of IA Registered with SEC					
Area Covered, ha					
No. of Farmers					
2. Memorandum of Agreement Signed					
a. New					
No. of IA					
Area Covered, ha					
No. of Farmers					
b. Renewal					
No. of IA					
Area Covered, ha					
No. of Farmers					
3. Trainings/Workshops					
a. IA-Training					
b. NIA-IA Conferences					
c. Staff Training, Orientation Workshops					
d. Irrigation/IA's MIS					
No. of IA					
Area Covered, ha					
4. Project Turned Over					
a. No. of Projects					
b. Area Covered, ha					

PROJECT PREPARATION ACTIVITIES (NATIONAL AND COMMUNAL)

MISD Form No. 9

Name of Projects	Location	Activities	Status (%)
1. Identification/Investigation			
a.			
b.			
c.			
2. Feasibility Study			
a.			
b.			
c.			
3. Watershed Study			
a.			
b.			
c.			
4. Others			
a.			
b.			
c.			

**NATIONAL IRRIGATION ADMINISTRATION
Administrative Matters**

**Personnel Complement
AS OF _____, 1998**

MISD Form No. 11

RESPONSIBILITY CENTER	Nature of Appointment			
	Monthly	Contractual	Daily	Total
a. NIA Proper				
show breakdown by Office				
Total				
b. Project Offices				
show breakdown by Office				
Total				
GRAND TOTAL				

STATUS OF NIA EQUIPMENT
AS OF _____, 1998

MISD Form No. 10

REGION	LIGHT EQUIPMENT (L)			HEAVY EQUIPMENT (H)			OTHER EQUIPMENT (O)			SURFACE & DEEPWELL IRRIGATION PUMPS (P)			SPECIAL EQUIPMENT (S)			TOTAL						PERCENT OPERABLE (%)					OVERALL PERCENT OPERABLE
	A1	A2	R	A1	A2	R	A1	A2	R	A1	A2	R	A1	A2	R	L	H	O	P	S	TOTAL	L	H	O	P	S	TOTAL
1																											
2																											
3																											
4																											
5																											
6																											
7&8																											
9																											
10																											
11																											
12																											
13																											
MRIIS																											
UPRIIS																											
CAR																											
C.O.																											
Total																											

Note:

HEAVY EQUIPMENT (H)

Cranes, Bulldozers, Excavations, etc.

LIGHT EQUIPMENT (L)

Service Vehicles, Motorcycles, etc.

OTHER EQUIPMENT (O)

Chainsaws, Motorboats, etc.

SPECIAL EQUIPMENT (S)

Drilling Rigs, Rice Thresher

A1 - Operable Equipment
A2 - Non-Operable Equipment/
Equipment under repair

R - Equipment recommended
for disposal