



Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION Administrators Office
(PAMBANSANG PANGASIWAAN NG PATUBIG)
Quezon City

MC 19-A, s. 1999

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION
MANAGERS/OPERATION MANAGERS, PROJECT MANAGERS,
DIVISION MANAGERS, PROVINCIAL IRRIGATION OFFICERS,
IRRIGATION SUPERINTENDENTS, DISTRICT CHIEFS
AND ALL OTHERS CONCERNED

SUBJECT : Addendum to MC 19, s. 1999
on Revised/Updated Delegated Authorities

For your information and guidance, the following authority delegated to field officials specifically on Financial Matters, which was inadvertently omitted from MC 19, s. 1999, is hereby restored, to read:

D. FINANCIAL MATTERS

I.G. Miscellaneous Disbursements
(Refunds, Disbursements, Trainings, etc.)

<u>AMOUNT INVOLVED</u>	<u>BOX A TRANSACTION, ETC. CERTIFIED BY</u>	<u>BOX B FUNDS, ETC. CERTIFIED BY</u>	<u>BOX C APPROVING OFFICIAL</u>
ABOVE P100 T	DIV. MGR. CONCERNED	MGR, F&M DIV./ PROJ. ACCOUNTANT	RM/OM/PM
UP TO P100 T	ASST. PIE/IS/PE/ DIST. CHIEF	ACCTG. PERSONNEL	PIE/IS/PE/ DIST. CHIEF

Please be guided accordingly.


MANUEL S. AREVALO
Administrator *pmc*

10/12/99
Date Oct. 4, 1999

0-10-456-22

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL		AMOUNT INVOLVED	Box A TRANSACTION, ETC. CERTIFIED BY	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
D. FINANCIAL MATTERS			D. FINANCIAL MATTERS				
1. Disbursement Vouchers			1. Disbursement Vouchers				
A. All claims such as Personal Services, TEV, etc., Procurement of Supplies, Materials, Spare Parts, Office Equipment and Civil Works Contract including IV to support withdrawal applications to Foreign Lending Institutions.			a. Payrolls/Vouchers on Personnel Services (Salaries, Wages, Allowances, Bonus, Commutation of Leave/s and monetization				
			Central Office	- Above P500 T	Mgr., PRMD	Mgr., GAD - CD	AA-FM
			& CD-Based Projects	- Up to P500 T	Mgr., PRMD	Mgr., GAD - CD	Mgr., CD
				- Up to P100 T	Mgr., PRMD	Chief, Disb. Sec.	Mgr., CD
1. BOX A						GAD-CD	
Central Office:			Field Office	- Above P100 T	Div. Mgr.	Mgr., FM Div./Proj	RM/OM/PM
- Above P1.5 M		AA and Dept.			concerned	Accountant	
- Up to P1.5 M		Mgr. concerned		- Up to P100 T	Asst. PIE/IS/PE/	Acctg. Personnel	PIE/IS/PE/
		Dept. Mgr./Proj.			District Chief		District Chief
Field Office:		Mgr. concerned					
- Above P1.5 M		Div. Mgr.	b. T E V				
- Up to P1.5 M		concerned					
		PIE/IS/PE	Central Office:	- Above P100 T	Dept. Mgr.	Mgr., GAD - CD	AA concerned
2. BOX B				- Up to P100 T	concerned		
Central Office:					Div. Mgr.	Chief, Disb. Sec.	Dept. Mgr.
- Above P100 T		Mgr., GAD-CD			concerned	CD	concerned
- P100 T and below		Chief, Disb.	Field Office:	- Above P100 T	Div. Mgr.	Mgr., FM Div./Proj	RM/OM/PM
		Section-CD			concerned	Accountant	
Field Office:				- Up to P100 T	Asst. PIE/IS/PE/	Acctg. Personnel	PIE/IS/PE/
- Above P100 T		Mgr., FM Div.			District Chief		District Chief
- P100 T and below		Acctg.					
		Personnel	c. Supplies, Materials, Spare Parts, Office Equipment, and Civil Works (Janitorial Services, Water, Illumination and Power)				
3. BOX C							
Central Office:							
- Above P4 M		Adm.					
- Up to P4 M		DA					
- Up to P3 M		AA - FM					
- Up to P500 T		Mgr., CD	Central Office:	- Above P4 M	AA concerned &	Mgr., CD	Administrator
- Up to P100 T		Mgr., Budget		- Up to P4 M	Dep. Adm.		
		Div.			AA & Dept. Mgr.	Mgr., CD	Deputy Adm.
Field Office:					concerned		
- Up to P2 M		RM/OM/PM		- Up to P1.5 M	Dept. Mgr.	Mgr., GAD - CD	AA concerned
- Up to P500 T		PIE/IS/PE			concerned		
				- Up to P100 T	Div. Mgr.	Chief, Disb. Sec.	Dept. Mgr.
					concerned		concerned

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL		AMOUNT INVOLVED	Box A TRANSACTION, ETC. CERTIFIED BY	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
	:	:	Field Office:	- Up to P2 M	:Div. Mgr.	:Mgr., FM Div./Proj:RM/GM/PM	
	:	:			: concerned	: Accountant	
	:	:		- Up to P500 T	:Asst. PIE/IS/PE/	:Acctg. Personnel :PIE/IS/PE/	
	:	:			:District Chief	: District Chief	
	:	:	d. For Withdrawal Applications to: Foreign Lending Institutions :				
	:	:					
	:	:	Central Office:	- Above P4 M	:AA concerned &	:Mgr., CD	:Administrator
	:	:			: Deputy Adm.		
	:	:		- Up to P4 M	:AA & Dept. Mgr.	:Mgr., FLAD - CD	:Deputy Adm.
	:	:			: concerned		
	:	:		- Up to P1.5 M	:Dept. Mgr.	:Mgr., FLAD - CD	:AA concerned
	:	:			: concerned		
	:	:	e. Cash Advances (Personal Services, Remittances, etc.) :				
	:	:					
	:	:	Central Office:	- Above P500 T	:Dept. Mgr., CD	:Mgr., GAD-CD	:AA-FM
	:	:		- Up to P500 T	:Mgr., GAD - CD	:Chief Sec., Disb.-	:Dept. Mgr., CD
	:	:					
	:	:	Field Office:	- Above P100 T	:Div. Mgr.	:Mgr., F&M Div./Proj:RM/GM/PM	
	:	:			: concerned	: Accountant	
	:	:		- Up to P100 T	:Asst. PIE/IS/PE/	:Acctg. Personnel :PIE/IS/PE/	
	:	:			: District Chief	: District Chief	
B. Funding Checks/Fund Transfers	:	:	f. Funding Checks/Fund Transfers :				
	:	:					
BOX A	:	:	Central Office;	- Above P8 M	:Deputy Adm.	:Mgr., GAD - CD	:Administrator
-----	:	:		- Up to P8 M	:AA - FM	:Mgr., GAD - CD	:Deputy Adm.
- Above P1.5 M	:	:AA - FM		- Up to P1 M	:Dept. Mgr., CD	:Chief Disb. Sec.-C:AA for FM	
- Up to P1.5 M	:	:Mgr., CD					
	:	:					
BOX B	:	:	g. Miscellaneous Disbursements (Refunds, Reimbursements, Trainings, etc.) -				
-----	:	:					
- Above P50 T	:	:Manager, GAD					
- Up to P50 T	:	:Chief, Disb. Sec.					
	:	:					
BOX C	:	:	Central Office:	- Above P100 T	:Dept. Mgr.	:Mgr., GAD - CD	:AA concerned
-----	:	:			: concerned		
- Above P1.5 M	:	:Adm.		- Up to P100 T	:Dist. Mgr.	:Chief, Disb. Sec.-	:Dept. Mgr.
- Up to P1.5 M	:	:AA - FM			: concerned		: concerned

	RECOMMENDING OFFICIAL	APPROVING OFFICIAL		AMOUNT INVOLVED	Box A TRANSACTION, ETC. CERTIFIED BY	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL
7. Payment of ROW (Damages/Improvement)			2. Payment of ROW (Damages/Improvement)				
Central office:			Central Office:				
- Above P300T	:DA	:Adm.		: - Above P300T	:Dep. Adm.	:Mgr., GAD-CD	:Adm.
- above P50T up to P300 T	:Dept. Mgr.	:AA concerned		: - above P150T up to P300 T	:Dept. Mgr.	:Mgr., GAD-CD	:AA concerned
	: concerned				: concerned		
Field Office:			Field Office:				
- Above P7,500 up to P50 T	:Div. Mgr.	:RM/DM/PM		: - Above P50 T up to P150T	:Div. Mgr. conc	:Mgr, F&M Div./Proj	:RM/DM/PM
	: concerned					: Accountant	
- P7,500 and below	:Asst. PIO/IS/PE			: - Up to P50 T	:Asst. PIO/IS/PE	:Acctg. Personnel	:PIO/IS/PE
Provided unit price is within price set by Provincial Appraisal Committee			Provided unit price is w/ in price set by Provincial Appraisal Committee				

RECOMMENDING	OFFICIAL	APPROVING	OFFICIAL	AMOUNT INVOLVED	Box A TRANSACTION, ETC. CERTIFIED BY	Box B FUNDS, ETC. CERTIFIED BY	Box C APPROVING OFFICIAL	
EXISTING			PROPOSAL					
RECOMMENDING	OFFICIAL	APPROVING	OFFICIAL	AMOUNT INVOLVED	CERTIFYING OFFICIAL	RECOMMENDING OFFICIAL	APPROVING OFFICIAL	
3. Sub-Allotment Advice				3. Sub-Allotment Advice				
Current Operating Budget:				Current Operating Budget:				
- Above P1.5 M	Mgr., CD	AA-FM		- Above P1.5 M	Mgr., Budget Div.	AA-FM	Adm.	
- P1.5 M and below	Mgr., Budget	AA-FM		- Up to P1.5 M	Mgr., Budget Div.	Mgr., CD	AA-FM	
Project Funds:				Project Funds:				
- Above P1.5 M	AA-FM	Adm.		- Above P1.5 M	Mgr., Budget Div.	AA-FM	Adm.	
- P1.5 M and below	Mgr., CD	AA-FM		- Up to P1.5 M	Mgr., Budget Div.	Mgr., CD	AA-FM	
4. Checks				4. Signatories of Checks				
All checks shall be signed by the Manager, Cash Division and countersigned by the official who signed/approved the Disbursement Voucher (under Box C)					Check Signin:Check	Countersigning		
				Central Office:	- Above P4 M	Deputy Adm.	Administrator	
					- Up to P4 M	AA - FM	Deputy Adm.	
					- Up to P2 M	Dept. Mgr., TD	AA - FM	
					- Up to P1 M	Div. Mgr., Cash D	Dept. Mgr., TD	
				Field Office:	- Up to P2 M	Div. Mgr./PIE/IS/RN/DN/PM		
					- Up to P500 T	PE		
						Cashier/SDD	PIE/IS/PE	