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(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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MC # 08, s. 2002

MEMORANDUM CIRCULAR

**TO: DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS,
OPERATIONS/PROJECT MANAGERS, REGIONAL INSTITUTIONAL
DEVELOPMENT DIVISION MANAGERS, PROVINCIAL IRRIGATION
MANAGERS, IRRIGATION SUPERINTENDENTS, AND ALL OTHERS
CONCERNED**

**SUBJECT: GUIDELINES ON SYSTEM MANAGEMENT COMMITTEE (SMC)
FUNCTIONALITY ASSESSMENT**

The establishment and functional operations of various System Management Committees (SMCs) as called for under MC # 36 . S . 1997 aim to further strengthen and sustain the harmonious partnership between NIA and IAs relative to improvement of systems O & M. Likewise, SMC is a major commitment under IOSP II and WRDP which is considered a key factor in enhancing the overall successful implementation of the Agency's Irrigation Management Turnover (IMT) Program as mandated under PD#552 and RA# 8435 (Agriculture and Fisheries Modernization Act)

Utmost effort, therefore, is necessary to ensure the efficient and effective operations of SMC taking into account the aforecited premises. In view hereof, concerned field implementors at the system and regional levels with the assistance from the WRDP-PMO and Institutional Development Department technical staff are enjoined to conduct a continuing functionality assessment of different SMCs in NISs covered by said World Bank-funded project and in the rest of NISs nationwide utilizing the attached set of guidelines issued for said purpose. They are expected to provide necessary interventions for the improvement of SMCs operations based on the outcome of the assessment.

Be guided accordingly.


JESUS EMMANUEL M. PARAS
Administrator

Filename: c:/olive/memorandum

24 January, 2002

GUIDELINES ON SYSTEM MANAGEMENT COMMITTEE (SMC) FUNCTIONALITY ASSESSMENT

I. RATIONALE

In compliance with MC # 36 s. 1997, various National Irrigation Systems have established their respective SMCs as meeting platform and formal venues and as a means of further strengthening and sustaining the desired NIA-IA partnership in the operation and management of said systems.

Their effective and efficient operations are considered a central activity under WRDP in particular as well as in the implementation of the Agency's Irrigation Management Turnover Program (IMTP) as mandated under PD # 552 and RA # 8435 otherwise known as the Agriculture and Fisheries Modernization Act (AFMA).

Various field reports to WRDP-PMO on said Committees operations showed their status as functional on the basis of field implementors perception but generally unsupported with appropriate criteria and methodology, hence, this set of guidelines. This guidelines specify the different indicators / criteria and sub-criteria, percentage weights of indicators and methodology in the conduct of said assessment.

II. OBJECTIVES

The objectives of adopting said guidelines are to:

1. Assess the functionality status and performance of SMCs;
2. Identify the concerns, problems and issues affecting the efficient operations of said committee; and
3. Identify factors or attributes that would further strengthen SMCs' operations leading to improved system's O & M performance.

III. CRITERIA

The major criteria in assessing the SMC functionality shall include the following;

1. Acceptability of Irrigation Systems Improvement Plan (ISIP) by IAs;
2. Operational and Maintenance Aspects which cover availability of O & M plan, its implementation, and O & M performance;
3. IA Participation/Operations which include capability development trainings, evaluation of IA organizational, operational and financial performance, and IA commitment with SMC;
4. Local Government Units/Other Government Agencies' participation and linkage arrangements; and
5. IMTP aspects which include the documentation of its processes and timetable and availability of IMT contracts.

Annex A indicates the SMC Functionality Assessment Form.

IV. COVERAGE, PROCEDURES AND SCHEDULE OF CONDUCT

Initially, established SMCs in WRDP-covered NISs shall be covered by the assessment, and eventually, all NISs nationwide. The period of conduct shall be every end of Crop Year normally covering two Cropping Seasons which may vary in the different systems.

Mainly responsible for undertaking this assessment activity using the attached SMC Functionality Survey Form (Annex A) are the Institutional Development Officers (IDOs) or WRFTs assigned in the different systems. The nature/scope of work and bases of assessment shall include scrutiny of all O & M records/reports, comparison of previous and current O & M performances, IA records, notices of meetings, minutes / proceedings of meetings, attendance sheets, IMT documents and related information. Interview of ISO staff and IA members / officers as well as field visitation / inspection of irrigation facilities will also form part of their evaluation. They are expected to make a realistic and objective assessment of SMCs. RIDD staff shall provide necessary technical assistance and guidance as well as undertake validation of data/reports submitted by the different ISOs.

End-Crop Year reports which shall consist of the accomplished Annex A shall be submitted by the ISOs to the WRDP-PMO thru the RIDD fifteen (15) days after end of a particular crop year. A statement of major problems, if any, shall be submitted together with said report. This assessment exercise shall be a continuing activity to finally determine the key role of SMCs in the eventual improvement of systems O & M.

SMC FUNCTIONALITY ASSESSMENT FORM

SYSTEM _____ REGION _____

CRITERION		MAXIMUM POINTS	CRITERION SCORE POINTS	FINAL SCORE	REMARKS
I. Acceptability of ISIP by all IAs		10			
1. 91% to 100% of all IAs Accepted			10		Thru interview of concerned IA members/officers
2. 75% to 90% of IAs Accepted			8		
3. 50% to 74% of IAs Accepted			5		
4. Less than 50% Accepted			2		
II. Operations and Maintenance Aspect		35			
1. Plan Available			5		Includes Records of cropping calendar/pattern, water distribution and delivery schedule, maintenance and repair, and irrigation fee collection plans
2. Plan Not Available			0		
1. O & M Fully Implemented			5		
2. O & M Partly Implemented			2		
3. O & M Not Implemented at all			0		
1. With 10% Increase or more in Irrigated vs. Programmed Area			5		Thru records/reports scrutiny; comparison of previous and current performances.
2. With less than 10% Increase in Irrigated vs. Programmed Area			3		
3. No Increase in Irrigated vs. Programmed Area			2		
4. Decrease in Irrigated vs. Programmed Area			0		
1. With 10% Increase or more in C.I vs. Last Year's			5		If the system has reached the maximum Irrigated area vs. programmed area & highest cropping intensity, the maximum criterion score of 5 pts. each shall apply
2. With less than 10% increase in Annual C.I vs. Last Year's			3		
3. No Increase in C.I vs. Last Year's			2		
4. Decrease in C.I vs. Last Year's			0		
1. Very Satisfactorily Maintained Facilities/structures			5		Requires actual field visitation/inspection by the IDO/WRFT evaluators
2. Satisfactorily Maintained Irrigation Facilities/Structures			3		
3. Fairly Maintained Irrigation Facilities/structures			2		
4. Poorly Maintained Irrigation Facilities/structures			0		
1. With 10 % Increase or more in collection efficiency of ISF Current Acct.			8		Compare the previous Crop Year Coll Efficiency and Current Period under evaluation
2. With less than 10% increase in collection efficiency of ISF Current Acct.			4		
3. W/o Increase in collection Efficiency of ISF Current Acct.			2		
4. Decrease in collection Efficiency of ISF Current Acct.			0		
1. With 10 % Increase or more in collection efficiency of ISF Back Acct.			2		Compare the previous Crop Year Coll Efficiency and Current Period under evaluation
2. With less than 10% increase in collection efficiency of ISF Back Acct.			1		
3. W/o Increase in collection Efficiency of ISF Back Acct.			0.5		
4. Decrease in collection Efficiency of ISF Back Acct.			0		
III IA Participation/Operation		25			
1. Documented Capability Development Trainings			5		Includes BLDC, SMT, FMS and Value Formation, Team Bldg. & Related Trainings
2. Undocumented Capability Development Trainings			0		
1. Documented Evaluation of IA Organizational, Operational and Financial Performance			10		Includes membership, General Assembly & Board meetings, & Financial Records
2. Undocumented Evaluation of IA Organizational, Operational and Financial Performance			0		
1. Regular Attendance of IAs in SMC Meetings			10		Attendance by the IA Presidents and not by their representatives.
2. Irregular Attendance of IAs in SMC Meetings			5		
3. No regular Attendance at all by IAs in SMC Meetings			0		

CRITERION		MAXIMUM POINTS	CRITERION SCORE	FINAL SCORE	REMARKS
			POINTS		
IV	Local Government Units/Other Government Agencies Participation	10			
	1. Notices of Meetings Sent		2		Thru records scrutiny.
	2. Notices of Meetings Not Sent		0		
	1. Participants included in the Attendance Sheet		2		
	2. Participants not included in the Attendance Sheet		0		
	1. Proceedings/minutes of the Meetings Documented		3		
	2. Proceedings/minutes of the Meetings not Documented		0		
	1. Linkage Arrangement with MOU/MOA		3		Such as provision of agricultural support services & ISF Collection strategy
	1. Linkage Arrangement without MOU/MOA		0		
V	Irrigation Management Transfer Program	20			
	1. Written IMT Processes and Timetable		10		Thru records scrutiny
	2. Without written IMT Processes and Timetable		0		
	1. With NIA-IA IMT Contract		10		Depending on Phases of IMTP, could be draft or final contracts.
	1. Without NIA-IA IMT Contract (but in process)		5		
	3. Without any initial/preparatory documents for IMT Contracting		0		
	TOTAL	100	TFS →		POINTS

COMPUTATION FOR THE TOTAL FINAL SCORE (TFS) & DETERMINATION OF ADJECTIVE RATING (AR)

1. Determine the final score for each of the criterion .
2. Compute for the Total Final Score (TFS) by adding all final scores for each of the criterion
3. Determine adjective rating (AR) based on the table below.

The Adjective Ratings are as follows:

- 2.1 Very Functional (VF) = 91 Points and above
- 2.2 Functional (F) = 76-90 Points
- 2.3 Fairly Functional (FF) = 60-75 Points
- 2.4 Non-Functional (NF) = Below 60 Points