



Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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OUR REFERENCE:

MC No. 26, s. 2002

**MEMORANDUM CIRCULAR**

TO : The Deputy Administrator, The Assistant Administrators, Department Managers, Regional Irrigation Managers, Operation Managers, Project Managers, Irrigation Superintendents, Provincial Irrigation Engineers and all others concerned

SUBJECT : Optimum Utilization of Cash in the Corporate Fund (Fund 501)

For the effective monitoring of cash in the Corporate Fund (Fund 501) and to ensure the optimum utilization thereof, the need to pool all excess cash from the field offices is deemed imperative. In doing this, the establishment and maintenance of a non-drawing savings account in the field offices with any of the accredited government depository banks is necessary.

For this purpose, the following procedure in handling field collections is hereby formulated for implementation effective upon approval of this memorandum circular.

1. The National Irrigation Systems (NISs), Provincial Irrigation Offices (PIOs) and Projects with existing non-drawing savings account (one-way deposit savings account) with any accredited government depository banks as required in MC # 52, 2. 1992 shall remain in effect and shall continue to be maintained. Those not maintaining non-drawing savings account (one-way deposit savings account) are required to open a non-drawing savings account with any accredited government depository bank like Land Bank or PNB whichever is more convenient to the field office and project concerned. For purposes of this memorandum circular, the Head Offices of UPRIS and MRIIS are now referred to as Regional Irrigation Office (RIO) and its districts/divisions are referred to as NISs.
2. The Regional Irrigation Offices (RIOs) shall maintain separate savings account where all their collections are deposited along with transferred/remitted collections from field offices.

3. The Central Office shall use COB Savings Account number 1872-1005-94 with Land Bank of the Philippines (LBP) and COB Savings Account number 268-505923-4 with Philippine National Bank (PNB) as the main depository bank accounts for all its COB collections and cash transfers/remittances from RIOs and Projects.
4. All collections of the NISs, PIOs and projects from income including interest and power generation, account receivables, sale of assets and the like shall be deposited in the non-drawing savings account of the said field offices and projects concerned.
5. The bank where the non-drawing savings account of the NIS and PIO are maintained shall automatically transfer/remit to the RIO savings account intended for this purpose thru inter-bank transfer the cash in excess of the minimum maintaining balance of the non-drawing savings account every last banking day of the week.
6. Whenever the total deposits of the RIO savings account exceed the one-month cash requirement of the region, the RIO shall effect the immediate transfer/remittance thru inter-bank transfer to any of the Central Office Savings Account numbers, the deposit in excess of the one month requirement.
7. The deposits in the non-drawing savings account of Projects exceeding the minimum maintaining balance shall be automatically transferred/remitted by the bank to any of the Central Office Savings Account numbers, thru inter-bank transfer.
8. Cash shortages expected by the field offices during lean collection period shall be augmented out of the remitted cash to the Central Office. Priority of cash support not exceeding the amount transferred/remitted is assured for the source RIOs.
9. RIOs which have not made any cash transfer/remittance may be provided financial support out of the available remaining COB funds.

The concerned field officials and Central Office shall assume the following responsibilities for the speedy and smooth implementation of this program.

- a. The Head of the PIO/NIS/Projects are hereby authorized to coordinate and enter into agreement with the accredited government depository bank branch most convenient to them for its non-drawing savings account in name of the agency .

- b. The Cashier/Collecting Officer shall deposit all his/her collections, except bid bonds and other refundable deposits, in the non-drawing savings account intended for such purpose as earlier defined in procedure # 4. As usual, he/she shall prepare and submit the required collection and remittance report to the Finance & Management Division/Group (FMD)/(FMG) of the RIO concerned for proper accounting.
- c. The FMD Manager/FMG Head shall formulate a monitoring system and control measures to ensure that all collections are promptly and fully deposited in the non-drawing savings account and transferred/remitted to the RIO savings account.
- d. The RIM/OM shall be responsible for ensuring that this program is properly implemented and that the procedures prescribed herein are strictly observed.
- e. The Treasury Department of the Central Office shall be responsible for the monitoring and reporting of fund transfers from RIOs to CO and vice versa.

This memorandum circular takes effect immediately and supersedes MC # 52, s. 1992.

  
**JESUS EMMANUEL M. PARAS**  
Administrator

April 26, 2002