



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

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OUR REFERENCE:

MC No. **47**, s. 2002

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;  
HEADS OF DEPARTMENTS AND STAFFS; REGIONAL/  
OPERATIONS / PROJECT MANAGERS; PROVINCIAL  
IRRIGATION OFFICERS; IRRIGATION SUPERINTENDENTS;  
DIVISION MANAGERS AND ALL OTHERS CONCERNED**

**SUBJECT: Guidelines in the Implementation of Executive Order No. 36 on the  
Reorganization of the Administrative Regions in Mindanao**

In line with Executive Order No. 36 dated September 19, 2001 as circularized under NIA MC No. 9, s. 2002, a new list of regrouped provinces in Mindanao except for Lanao del Sur province which will be placed under the jurisdiction of Region 10 is presented in Annex A.

For this reason, the Regional Managers affected by the transfer/regrouping of provinces is directed to prepare an action plan necessary for the smooth and efficient turn over and takeover of programs and administrative responsibilities of offices covered by the reorganization scheme effective July 1, 2002.

The implementing guidelines on the transfer/regrouping of affected provinces including NIA offices thereat is hereby issued as Annex B. A joint report of the Regional Managers concerned shall be submitted to the undersigned one (1) month after the implementation.

For immediate compliance.

  
**JESUS EMMANUEL M. PARAS**  
Administrator

July **25**, 2002

**Annex "A"**

**Reorganization of Administrative Regions in Mindanao**

<b>EXISTING NIA GROUPING BEFORE E.O. 36</b>	<b>EO 36 (Sept. 19, 2001)</b>	<b>NEW NIA REGROUPING</b>
<b>IX Western Mindanao and ARMM</b> <ul style="list-style-type: none"> <li>- Zamboanga del Norte</li> <li>- Zamboaga del Sur</li> <li>- Zamboanga City</li> <li>- Basilan</li> <li>- Sulu</li> <li>- Tawi-Tawi</li> </ul>	<b>ARMM</b> <ul style="list-style-type: none"> <li>- Basilan</li> <li>- Lanao del Sur</li> <li>- Maguindanao</li> <li>- Sulu</li> <li>- Tawi-Tawi</li> </ul>	<b>IX (Zamboanga Peninsula and ARMM)</b> <ul style="list-style-type: none"> <li>- Zamboanga del Norte</li> <li>- Zamboanga del Sur</li> <li>- Zamboanga Sibugay</li> <li>- Zamboanga City</li> <li>- Basilan</li> <li>- Maguindanao</li> <li>- Sulu</li> <li>- Tawi-Tawi</li> </ul>
<b>X Northern Mindanao</b> <ul style="list-style-type: none"> <li>- Bukidnon</li> <li>- Camiguin</li> <li>- Misamis Occidental</li> <li>- Misamis Oriental</li> </ul>	<b>X (Northern Mindanao)</b> <ul style="list-style-type: none"> <li>- Bukidnon</li> <li>- Camiguin</li> <li>- Misamis Occidental</li> <li>- Misamis Oriental</li> <li>- Lanao del Norte</li> </ul>	<b>X (Northern Mindanao)</b> <ul style="list-style-type: none"> <li>- Bukidnon</li> <li>- Camiguin</li> <li>- Misamis Occidental</li> <li>- Misamis Oriental</li> <li>- Lanao del Norte</li> <li>- Lanao del Sur</li> </ul>
<b>XI : Southern Mindanao</b> <ul style="list-style-type: none"> <li>- Compostela Valley</li> <li>- Davao del Norte</li> <li>- Davao del Sur</li> <li>- Davao Oriental</li> <li>- South Cotabato</li> <li>- Sarangani</li> </ul>	<b>XI (Davao Region)</b> <ul style="list-style-type: none"> <li>- Compostela Valley</li> <li>- Davao del Norte</li> <li>- Davao del Sur</li> <li>- Davao Oriental</li> </ul>	<b>XI (Davao Region)</b> <ul style="list-style-type: none"> <li>- Compostela Valley</li> <li>- Davao del Norte</li> <li>- Davao del Sur</li> <li>- Davao Oriental</li> </ul>
<b>XII Central Mindanao</b> <ul style="list-style-type: none"> <li>- North Cotabato</li> <li>- Sultan Kuldarat</li> <li>- Lanao del Norte</li> <li>- Lanao del Sur</li> <li>- Maguindanao</li> </ul>	<b>XII (SOCCSKSARGEN)</b> <ul style="list-style-type: none"> <li>- Sarangani</li> <li>- Northern Cotabato</li> <li>- South Cotabato</li> <li>- Sultan Kudarat</li> </ul>	<b>XII (SOCCSKSARGEN)</b> <ul style="list-style-type: none"> <li>- Sarangani</li> <li>- Northern Cotabato</li> <li>- South Cotabato</li> <li>- Sultan Kudarat</li> </ul>
<b>XIII CARAGA</b> <ul style="list-style-type: none"> <li>- Agusan del Norte</li> <li>- Agusan del Sur</li> <li>- Surigao del Norte</li> <li>- Surigao del Sur</li> </ul>	<b>XIII CARAGA</b> <ul style="list-style-type: none"> <li>- not mentioned hence, presumed to be the same</li> </ul>	<b>XIII CARAGA</b> <ul style="list-style-type: none"> <li>- Agusan del Norte</li> <li>- Agusan del Sur</li> <li>- Surigao del Norte</li> <li>- Surigao del Sur</li> </ul>

**Annex "B"**

**GUIDELINES ON THE TRANSFER/REGROUPING OF AFFECTED OFFICES  
UNDER THE ADMINISTRATIVE REGIONS IN MINDANAO**

**I. PLANS AND PROGRAMS**

The affected PIO shall turnover the following activities:

1. Short and long range plans and programs for the irrigation development of the province.
2. On-going foreign and locally irrigation projects

**II. A. OPERATION AND MAINTENANCE**

Preparatory activities before turnover of an irrigation system:

The Regional Office concerned shall jointly conduct the inventory on the existing facilities of PIOs/NISs affected in order to determine the present status/condition s prior to turnover.

**1. Systems Facilities**

Includes administration building, dormitory, quarter, laboratory, working stations, guardhouses, warehouses, bodegas and other similar structures, indicating its location and area of the lot/compound.

**2. Headwork Structures**

Indicate the type and statistical data of structures whether it is a reservoir, diversion dam, check structures, pumping stations, intake structures and other similar structures.

**3. Canal Network**

Indicate the designation and statistical data whether it is a reservoir and conveyance canals, laterals, and sub-laterals, specify canals provided with lining.

**4. Roads**

Includes headgates, siphons, thresher crossing and other canal similar roads upgraded by NIA within the irrigation system area. Specify the designation and statistical data.

**5. Canal Structures**

Includes headgates, siphons, thresher crossing and other canal water control/regulating structures. Indicate the canal designation, stationing and type of structure as constructed, corresponding structure component (RCP or BARREL).

**6. Road Structures**

Includes bridges, drainage culverts and other similar road structures constructed/upgraded by NIA along various road networks. Indicate the designation and stationing as constructed, type of structure and structure component.

**7. Drainage Facilities**

Includes drainage canals, natural waterways such as creeks and rivers constructed and/or deepened, widened and improved to drain area excess water. Specify the stationing/total length as constructed.

**8. Drainage Structures**

Refers to all structures constructed/modified by NIA along drainage canals and natural waterways. Indicate the designation of drainage facilities, stationing and type of structure as constructed.

**9. Flood Protection and Control Facilities**

Refers to protection dikes, spur dikes, interceptor channels and appurtenant structures and other similar facilities constructed by the NIA within the irrigation system; indicate the type of protection facilities, location, flood protection dike base and stop width and the length constructed.

**10. Steel Gates**

Indicate canal designation, stationing of canal structures, type and size of gate as constructed. Indicate whether functional or not functional.

**11. Farm Level Canals**

Refers to main farm ditches, supplementary farm ditches and farm drains. Indicate the canal designation, rotational area, number and respective stationing.

**12. Farm Level**

Includes main turnouts, supplementary turnouts, farm ditch crossings, drainage ditch crossings, division boxes, off-takes, end checks and other similar structures, indicate the canal designation, stationing and rotational area number.

## **B. PLAN OF ACTION/GUIDELINES ON THE TURNOVER OF IRRIGATION SYSTEM**

1. The concerned Regional Managers shall familiarize himself with the existing performance of PIOs/NISs as to the irrigation and related facilities established, firm-up service area, irrigated area, irrigation service fee collection, agri-institutional programs and activities and other operation and maintenance activities.
2. The affected Regional Managers shall turnover records on water management parameters and all pertinent data relative to the O&M activities of PIOs/NISs.
3. The concerned Regional Managers shall assume responsibility for the supervision and administration in the Operation and Maintenance of existing PIOs/NISs.
4. The concerned Regional Managers shall undertake reconditioning and rehabilitation of the system-owned equipment and vehicles intended for Operation and Maintenance of the system.
5. The concerned Regional Managers shall commence familiarization and coordination with PIOs/NISs officials in the various aspects and facilities as well as scheme of operation and maintenance of the existing irrigation systems.

## **III. PHYSICAL RESOURCES**

1. Create a Committee on Physical Inventory to undertake actual physical inventory of all NIA properties of the province/system to be transferred to another region. The Committee on Property Inventory shall be composed of employees from the PIO/NIS as well as from the issuing and the receiving regions.

Prepare/submit Inventory Report as of June 30, 2002 to the receiving region.

The Inventory Report shall be certified as accurate by the Committee and signed by the RM of the issuing region. The Invoice Receipt of Property shall be signed by both the issuing and the receiving RMs. Any transfer of government property shall be done upon properly itemized invoice and receipt.

2. Prepare/submit Schedule of Disposal of Unserviceable Property for the 2<sup>nd</sup> semester including List of Property disposed during the 1<sup>st</sup> semester.

3. Prepare/submit List of Real Property of the province/system to include the following data:

- a. Kind of property (location, area and valuation)
- b. Evidence of NIA Ownership (Original Certificate of Title No., Transfer Certificate of Title No. and Tax Declaration No.)
- c. Date of Acquisition, Acquisition Cost, Previous Owner
- d. Funding Source and other pertinent data

**Transfer all titles of real property of the PIOs/NISs to the receiving region.**

#### **IV. ADMINISTRATIVE**

1. The office of origin shall officially turn over to the receiving Office the updated individual personnel records (file 201), leave cards, service record, etc. of the personnel of the affected office.
2. The heads of the Offices concerned shall recommend the appropriate action on the assignment of affected officials subject to the approval of the Administrator.

#### **V. FINANCIAL**

1. The affected regional office/PIO/NIS shall submit the following documents:
  - Books of Accounts/Financial Statements and all related statements for all funds.
  - Transfer of Current and non-current accounts with balances both for Assets and Liabilities.
  - Updated records of all loan/grants availments for each FAPs.
2. For PIO/NIS with foreign or locally funded projects:
  - Cost Summary Report by Project
  - Other pertinent documents/statements relative to financial matters.
3. All financial documents/statements submitted should first be reconciled. Transfer and receipt should be verified by the COA Auditors concerned.