



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

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER  
E. DE LOS SANTOS AVENUE  
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-60-71 to 78  
CABLE NIAPHIL  
TELEX 42802 NIA PM

OUR REFERENCE:

MC 60 s. 2002

**MEMORANDUM CIRCULAR**

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

SUBJECT : **CHARGING OF FEES FOR REQUESTS OF NIAs**  
**ELECTRONIC DATA**

It has been a practice to accommodate requests for copies of NIA's electronic data for use by other agencies, private individuals and other organizations at no cost. Most of those data are products of tedious works entailing manpower and material expenses on the part of NIA. To recover these costs and to generate additional income, a system of charging fees for NIA's electronic data should be implemented as specified below.

**1.0 Suggested Unit Costing**

**1.1 In-House Reports/Documents within NIA**

- a. Short bond paper - P15.00 per page
- b. Long bond paper - 17.00 per page

- 1.2 Map/Layout - 450.00 per sheet  
(colored)  
200.00 per sheet

- 1.2 Certification (Such as, but not limited to, certification of no unpaid Irrigation Service Fees) - 100.00 per copy

- 1.4 Laboratory Results/ Interpretations - 15.00 per page

## **2.0 Who shall be charged**

Any person, organization or agencies outside NIA who may be interested to acquire/own copies of data/information for whatever purposes can request the Department or Regional or Irrigation System concern on their specific needs.

## **3.0 Who shall determine**

At the Central and Regional Offices, the division concerned shall issue a bill indicating the amount to be paid corresponding to the requested materials. At the Irrigation System Offices (ISO's), the respective administrative units shall issue the bills to requesting person(s).

## **4.0 Where to Pay**

Corresponding bill shall be paid at the Cashier's Office. Thereafter, copies of requested information/data can only be released by the Division/ISO office concerned upon presentation of an Official Receipt.

For compliance.



**JESUS EMMANUEL M. PARAS**  
Administrator

**Date: October 3, 2002**