

Republic of the Philippines
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Quezon City

MC # 34 s. 2003

MEMORANDUM CIRCULAR

TO : The Deputy Administrator, all Assistant Administrators,
Department / Staff / Regional Irrigation / Operations and
Project Managers, Provincial Irrigation Officers, Irrigation
Superintendents and all others concerned
This Agency

SUBJECT : **Designation of MIS Coordinator for Reports**

I. OBJECTIVES

To be able to have an accurate, consistent data and information for timely decision and action by Management and the various operational units.

II. METHODOLOGY

Reports generated at the Systems, Provincial, Regional, Project and Department levels shall be monitored, confirmed and synthesized by a designated MIS coordinator in each unit. In each office, the head shall designate an **MIS Coordinator**, i.e. at the level of PIO, ISO, RIO, PMO (F.O. and C.O.-based) and Department at the Central Office. The functions of the MIS Coordinator are listed below:

A. At the Field Offices

1. Irrigation System / Provincial Irrigation and District Offices Coordinator

- a. Compile all required reports being prepared by the ISO or PIO.
- b. Confirm and validate the accuracy and consistency of data.
- c. Prepare a consolidated report for the ISO or PIO in accordance with the requirements of the RIO, and the sector at the C.O.
- d. Act as coordinator-link to Regional Irrigation or Integrated Irrigation Systems Office
- e. Submit consolidated report to the Regional Irrigation / Operation Managers.
- f. Act as the office's liaison officer for the submission and subsequent verification of reports.

2. Regional Irrigation / Integrated Irrigation Systems / Project Management Office Coordinator

- a. Compile all required reports being prepared by the ISO, PIO, District, PMO.
- b. Confirm and validate the accuracy and consistency of data.
- c. Prepare a consolidated report for the RIO in accordance with the requirements of the Sector.
- d. Act as coordinator-link to Department / CO-Based Project Management Offices
- e. Submit consolidated report to the Assistant Administrator concerned through the respective Department Heads.
- f. Act as the office's liaison officer for the submission and subsequent verification of reports.

B. At the Central Office

1. Department / CO-Based Project Coordinator

- a. Compile all required reports being prepared by the Department /Project Office concerned.
- b. Confirm and validate the accuracy and consistency of data.
- c. Prepare a consolidated report for the Department/Project Office
- d. Act as coordinator-link to MISD-CORPLAN
- e. Submit consolidated report to the Administrator, Attn.: MISD-CORPLAN through respective Sector Heads.
- f. Act as the department's liaison officer for the submission of reports.

2. MISD-CORPLAN

- a. Compile all types of reports being prepared by various Department / Project Coordinators
- b. Check on the consistency of data against previous reports.
- c. Prepare a consolidated Agency report.
- d. Act as coordinator-link to designated Department/CO-Based Project Coordinators

III. RESPONSIBILITY OF CHIEFS OF OFFICES

Heads of Offices and its **coordinators** shall ensure the accurateness and timeliness of the reports being submitted and the implementation of this memorandum in their respective area of jurisdiction.

IV. REPORTING DEADLINES AND CUT-OFF DATES

To be able to submit reports on time, the cut-off date of reports shall be every **15th of the month under review**. All reports should reach the Office of the Administrator (Attn.: MISD, CORPLAN) on or before the **30th of the month under review** for consolidation. Attached is a flowchart of the flow of information for your guide.

V. EFFECTIVITY

This Memorandum Circular shall take effect immediately and supersedes Office Memorandum No. 6 s. 1991.

In this regard you are directed to designate your official **Coordinator** on MIS matters. Submit his/her name and position title, e-mail address, telephone / fax / cell phone numbers to your respective sectors, copy furnished CORPLAN not later than August 11, 2003. CORPLAN shall prepare a master list of Coordinators for dissemination.

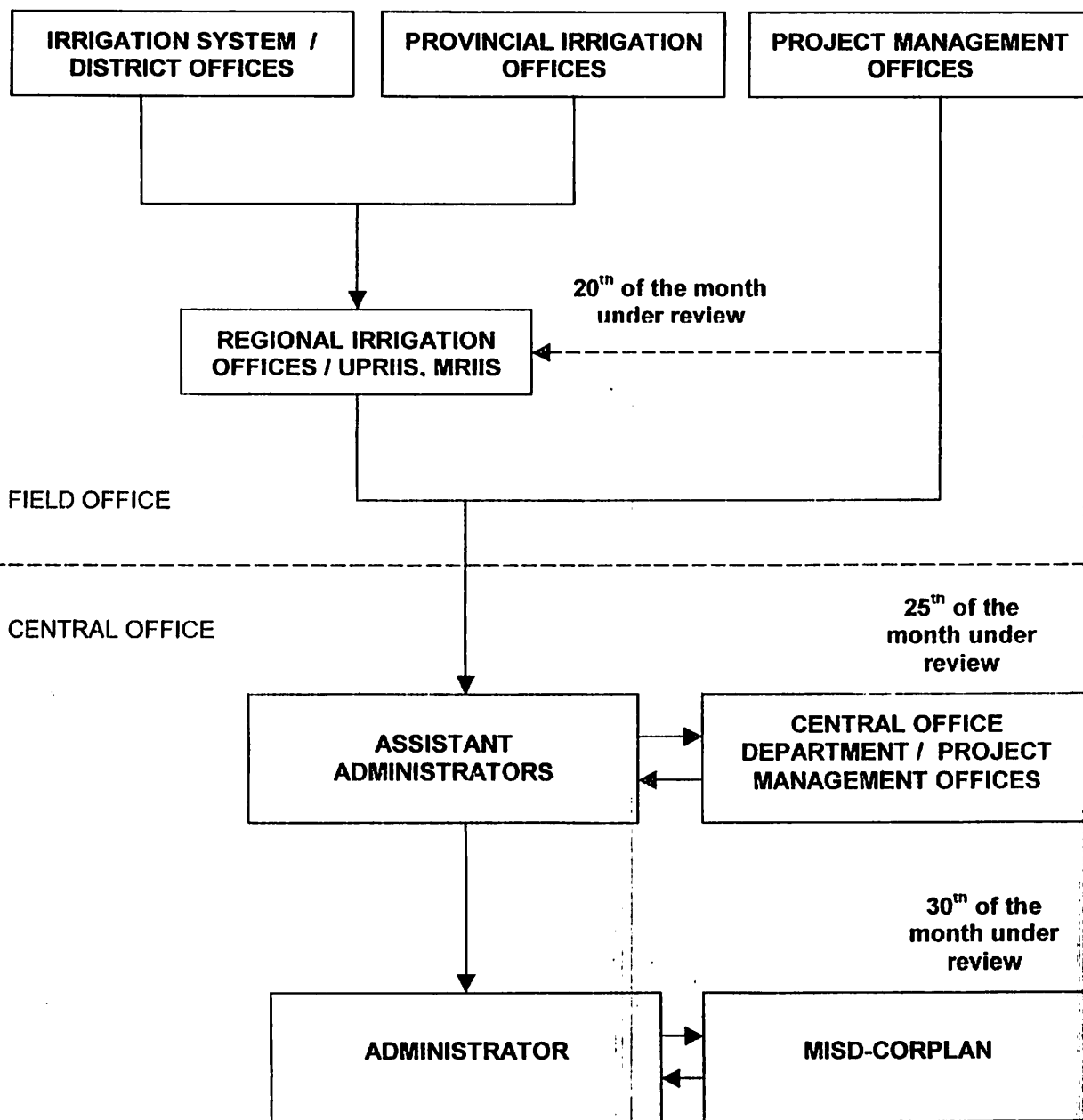
For strict compliance.



JESUS EMMANUEL M. PARAS
Administrator

August 6, 2003

FLOW OF INFORMATION



NOTE:

CUT-OFF DATE OF REPORTS:
15th of the month under review