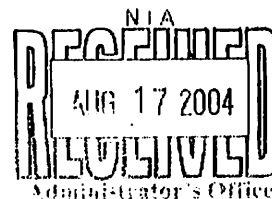




Republika ng Pilipinas  
Pambansang Pangasiwaan Ng Patubig  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon



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MC No. 30, Series of 2004

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT MANAGERS and STAFF, REGIONAL IRRIGATION /  
OPERATIONS MANAGERS, PROJECT MANAGERS/ COORDINATORS,  
PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS,  
AND ALL OTHER CONCERNED.

SUBJECT : RECONSTITUTION OF THE NIA HOUSING MANAGEMENT COMMITTEE

1. Purpose :

This Circular is being issued for purposes of strengthening the composition of the NIA Housing Management Committee, expanding its role in studying, developing, awarding and maintaining housing projects for its employees to include other sites within the Philippines.

2. Authority :

In pursuant of the above purposes the Reconstituted NIA Housing Management Committee is hereby given the authority under Board Resolution No. 7253-04 to coordinate with agencies involved in the governments' housing program and to oversee the implementation of New Policy Guidelines on the awarding of lots and housing units in all NIA Housing Projects nationwide.

3. Reconstituted NIA Housing Management Committee

The NIA Housing Management Committee (NIA HMC) created under Board Resolution No. 5290-86 is hereby reconstituted per Board Resolution No. 7253-04 as follows:

Chairperson : Asst. Administrator for Administrative Services  
Vice – Chairperson : National President, NIAEASP  
Members : Manager, Legal Department  
Vice – President, NIAEASP  
Manager, Civil Works Design Division  
Manager, Contract Administration Division  
Manager, Field Offices Concerned  
Secretary, to be appointed by the Chairperson

The Technical Working Group (TWG) is likewise constituted to provide technical support to the NIA HMC.

Two (2) from Design Specification Department  
One (1) from Project Development Division  
One (1) from Construction Management Department  
One (1) from Treasury Department  
One (1) from Legal Services Department

#### **4. Duties and Responsibilities**

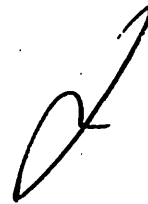
The Reconstituted NIA Housing Management Committee shall have the following duties and responsibilities.

- 4.1 To strictly enforce the rules and regulations promulgated by NIA in the awarding and sale of lots; illegal construction of houses and encroachment to sidewalks, vacant lots and open spaces among others;
- 4.2 To put in order all documents and records pertaining to the awarding of lots;
- 4.3 To conduct inventory and keep an updated list of all awarded lots in terms of original awardees, present lot owners and occupants;
- 4.4 To facilitate settlement of accounts of lots which are not fully paid;
- 4.5 To identify vacant lots and spaces of NIA real properties which can be possibly be used for residential purposes, consistent with the existing laws on housing and land use and recommend to management the development option on such areas and the awarding of the same to the qualified employees; and
- 4.6 To come up with program which will advise the housing needs of the employees of the agency, pursuant to the thrust of the national government.

Further, authority is hereby granted to the committee to call on any Manager or Staff of the agency who could best assist in accomplishing the above-sited responsibilities.

All previous issuances inconsistent with this Memorandum Circular are hereby revoked.

For guidance and compliance.



**JESUS EMMANUEL M. PARAS**  
Administrator

August 18, 2004