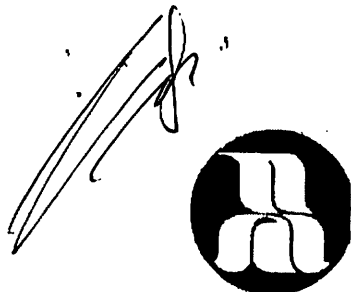


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*DDP/22 Aug 2007*



**Republic of the Philippines**  
**Pambansang Pangasiwaan ng Patubig**  
**(NATIONAL IRRIGATION ADMINISTRATION)**  
**Lungsod ng Quezon**

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MC No. 51 s. 2007

**MEMORANDUM CIRCULAR**

**TO:** The Deputy Administrator, Assistant Administrators, Regional Irrigation Managers, Operations Managers, Project Managers, Department Managers, Irrigation Superintendents, Provincial Irrigation Officers, All Others Concerned

**SUBJECT: ATTENDANCE TO CONFERENCES AND MEETINGS ON WATER-RELATED CONCERNS**

NIA officials are often invited or sent as NIA representatives to multi-agency/organization conferences and meetings on water-related concerns as resource persons or participants. In this regard, all officials or their representatives who will be tasked to attend such activities are directed to:

1. Submit report on what transpired, including NIA's commitments if any, to the undersigned, copy furnished the Manager of the Corporate Planning Staff, for information and appropriate action as needed.
2. Check and confirm with the appropriate units all pertinent information which are or may be asked during the activity. Also, NIA's position on certain policy issues should be clarified and cleared with the Administrator or Sector Heads concerned before each conference/meeting. This is to ensure consistency on NIA data disseminated and policy pronouncements. It has come to this office's attention that different sets of data are given on different occasions.
3. Submit also the list of Inter-Agency Committees regularly convened and the name of the NIA official representative with a brief description on the task of the Committee and NIA's participation and standing commitments.

For strict compliance.

  
**MARCELINO V. TUGAOEN, JR**  
Administrator

August 16, 2007 