



Republika ng Pilipinas

Pambansang Pangasiwaan ng Palubig

(NATIONAL IRRIGATION ADMINISTRATION)

Lungsod ng Quezon

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MC No. 21, 1 - 2007

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS, OPERATIONS MANAGERS, PROJECT MANAGERS, DIVISION MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS, AND ALL CONCERNED

SUBJECT : INTEGRITY DEVELOPMENT ACTION PLAN (IDAP) and CREATION OF INTEGRITY DEVELOPMENT COMMITTEE (IDC)

In line with the EC-OMB Corruption Prevention Project, the NIA through the Assessment Team composed of representatives from Office of the Ombudsman (OMB), Civil Service Commission, Development Academy of the Philippines (DAP) and NIA conducted the following activities of the Integrity Development Review (IDR).

Stage 1 – Corruption Resistance Review (CRR)

- This process involves Integrity Development Assessment (IDA) wherein the Assessment Team guided NIA in selected sites (CO, Reg. 11, Regs. 7 & 8, and Reg. 3) to rate themselves under the following 10 dimensions:
 1. Leadership
 2. Code of Conduct
 3. Gifts & Benefits Policy
 4. Human Resource Management
 5. Performance Management
 6. Procurement Management
 7. Financial Management
 8. Whistleblowing, Internal Reporting & Investigating
 9. Corruption Risk Management
 10. Interface with External Environment

- Indicators Research – Relevant documents were gathered by the Assessment Team to assess the level of integrity development within NIA, identify and assess adequacy of controls to detect and prevent corruption.
- Survey of employees – at least 30% of the employees in the selected sites were surveyed by the Assessment Team and the results of which helped validate the rating/s of NIA. Apart from survey, interviews to process owners were also conducted by the Team.

Stage 2 – Corruption Vulnerability Assessment (CVA)

- This activity involves process mapping and risk management. Area/s of operation vulnerable to corruption were identified such as procurement, project implementation and ISF collection & remittance. Each step in the process was reviewed by the Assessment Team to determine/assess risk of corruption to happen. Controls by way of policies and monitoring of the implementation of policies were looked into to assess adequacy of internal control. After completing the activities in stages 1 & 2, the Assessment Team presented its findings to the CO management including the officials in the regional offices subjected to the IDR.

NIA Presentation to the Advisory Group

Based on the findings and recommendation of the Assessment Team, the NIA CO crafted its Integrity Development Action Plan (IDAP) which was presented before the Advisory Group composed of the OMB, CSC, COA and DBM.

The IDAP was also presented to the Regional Irrigation Managers & Operations Managers during the RIM/OM Conference. Finalization and approval of the IDAP shall be made after consolidating the comments from the RIMs and OMs.

To ensure the consistent implementation of the commitments under IDAP, the participating agency is mandated under Article 4 of the IDR Memorandum of Understanding (MOU) date 07 October 2006 to establish the Integrity Development Committee (IDC) with tripartite representation. The IDC shall serve as IDR monitoring and evaluating unit.

The IDC in the Central Office shall be composed of:

Chairman : **Marcelino V. Tugaoen, Jr.**
Administrator

Members : **Serafin A. Palteng**
OIC, Office of the Deputy Administrator

Paterno Alarcon, Jr.
Central Office Resident Ombudsman

Violeta C. Esguerra
IDAP Focal Person & Acting Manager, PPRD

Enrique Sabio, Jr.
OIC, IDD

IA President (to be identified)
Representing the Irrigators Associations

Duties and Responsibilities

1. Monitor implementation of IDR, recommendation & corruption preventive action plans
2. Submit monthly/quarterly/annual reports to the participating agency (NIA) and OMB relative to implementation issues and status of #1.
3. Provide policy recommendations to ensure higher levels of organizational and operational integrity.
4. Continuously identify systems, processes and procedures that are vulnerable to corruption thru FGDs, key informant interviews, document review, site visits, surveys, validation meetings/workshops and provide recommendations to address vulnerabilities.
5. Evaluate & refine the IDR process as a systems integrity-based corruption prevention tool to ensure its continuing relevance to NIA.

To complement and provide assistance to the IDC, a Technical Working Group is likewise created composed of the following:

Chairman : **Antonio A. Galvez**
AA for Project Development & Implementation

Members : **Araceli M. Angeles**
OIC, Asst. Administrator for Administrative Services

Teodoro A. Velasco
AA for Finance and Management

Carlos S. Salazar
AA for System Operation & Equipment Management

Documentors : **Edita Ragodon**
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The Regional Managers and Operations Managers are likewise directed to create its own IDC subject to the approval of the Administrator. The composition shall be as follows:

Chairman : RIM/OM
Members : Chief, Administrative Division
Chief, Engineering or Operations Division
Provincial Irrigation Officer or Irrigation Superintendent
President of Irrigators Association

The proposed IDC shall be submitted to the Administrator for approval not later than 07 September 2007.

To complement and assist the Regional/System IDC, a Technical Working Group shall also be created for approval by the RIM/OM composed of a Chairman and two (2) members.

Copy of the Memorandum creating the TWG shall be attached to the proposed creation of IDC.

The duties and responsibilities of the IDCs and TWGs in the CO and the field offices shall be the same.

The CO and field offices shall adopt a common Integrity Development Action Plan approved by the Administrator.

To ensure the smooth implementation of the IDAP, the Central Office shall provide orientation/workshop to members of the IDC and TWG nationwide

The OMB shall monitor the compliance of NIA with the IDAP regularly.

For information, guidance and compliance of all concerned.


MARCELINO V. TUGAOEN, JR.
Administrator

August 31, 2007