



(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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

TELEPHONE NOS.: 929-6071 to 78
TELEFAX NO.: 928-9343
TIN: 000-916-415

OUR REFERENCE:

MC No. 62 S, 2007

MEMORANDUM CIRCULAR

**TO : ALL REGIONAL/OPERATIONS MANAGERS,
PROVINCIAL IRRIGATION OFFICERS,
IRRIGATION SUPERINTENDENTS,
DISTRICT CHIEFS,
REGIONS 1-13, CAR, UPRIIS, MARIIS,
AND ALL OTHERS CONCERNED**

**SUBJECT : GUIDELINES IN THE REALIGNMENT OF FUNDS IN THE
IMPLEMENTATION OF LOCALLY-FUNDED PROGRAMS
AND PROJECTS**


In line with NIA's thrust of accelerating the implementation of locally-funded programs and projects to achieve its goal to restore some 368,000 hectares in the national and communal irrigation systems by 2010, the following guidelines and procedures for the realignment of funds shall be strictly adhered to:

- I. The Regional Manager/Operations Manager shall recommend the request from field office for realignment of any unused or available funds arising from completed, deferred or reconstituted programs/projects. The request, Form A hereto attached, should include the following documents to be submitted to the concerned Central Office Sector and finally for approval by the Administrator;
 - a. A certification from the Provincial Irrigation Officer/Irrigation Superintendent/District Chief duly noted by the concerned RM/OM that the fund. is no longer necessary due to completion of the original intended use or could not be implemented immediately as programmed for some valid reasons;
 - b. Project layout (A4 size) indicating the proposed repair and rehabilitation of irrigation and drainage facilities, restoration area and other activities,

- c. Picture(s) of the proposed works with the PIO/IS showing the location of the proposed repair and restoration works, and
 - d. A detailed Program of Work (POW) including a realistic time frame/ construction schedule allowing a two-week approval process from the endorsement of the Regional Office, review, evaluation and approval by the Administrator or his duly authorized Deputy/concerned Assistant Administrator.
- 2. Recipient of realigned funds should be of similar system type, restoration to restoration (same or more than programmed area) or from rehabilitation to rehabilitation, only from national to national or from communal to communal, located within the same province or in another province but within the same region.
 - 3. The concerned project/office should furnish the Controllership Department with a copy of the approved request for proper recording/adjustments in the books of accounts.
 - 4. All project construction activities in the realignment funds should **start only after** approval of the request for realignment and POW.

This Memorandum Circular shall take effect immediately and supersedes all other Memorandum Circulars and other issuances inconsistent herewith.

Strict compliance is enjoined.


MARCELINO V. TUGAOEN, JR. Ph D
Administrator

Date: September 12, 2007

NATIONAL IRRIGATION ADMINISTRATION
REGION _____

 (Address)

REQUEST RE-ALIGNMENT OF FUNDS FROM DEFERRED/CANCELLED/COMPLETED/ON-GOING PROJECTS

Date: _____

SOURCED PROJECT											REALIGNED TO					
PROJECT/SYSTEM/ LOCATION	TOTAL SERVICE AREA (HA)	ALLOCATION (P'000)	FUND SOURCE	TARGET AREA (HA)		TOTAL AMOUNT (P'000)				REMARKS/ STATUS	PROJECT/SYSTEM/ LOCATION	SERVICE AREA (HA)	AMOUNT REQUIRED (P'000)	TARGET AREA (HA)		REMARKS/ STATUS
				Rehab	Restore	Released (ASA No.)	Expenses	Needed for Compl'n.	Excess Funds					Rehab	Restore	
n CIS	100	1,500.00	BSPP CY-2007	20	10	1,350.00 (101-2007- 182)	-	-	1,350.00	Deferred prog- ram	Oroquieta CIS	320	1,350.00	20	10	Supplemental program
Sample Form																
TOTAL																

Sample Form

Initiated by:

 Regional Manager

Approved:

MARCELINO V. TUGAOEN, JR.
 Administrator, NIA