



Republic of the Philippines
Department of Agriculture

Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)

Office Address: National Government Center
E. delos Santos Ave., Diliman
Quezon City 1100, Philippines

Tel. No.: 929-60-71
Fax No.: 928-93-43

MC # 23 s, 2008

MEMORANDUM CIRCULAR

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

SUBJECT: SUPPLEMENTAL GUIDELINES IN MANAGEMENT AND DISPOSAL OF REAL PROPERTIES

In line with the management and disposal of Real Properties of the Agency as provided in MC No. 43 Series of 2002, the hereunder guidelines is hereby adopted.

1. A Real Property Management Sub-committee shall be created in every Regional Irrigation Office including MARIIS and UPRIIS. The sub-committees to be created shall have the functions and responsibilities mandated by the afore-stated Memorandum Circular.
2. To generate additional revenues for the operation of the Agency, idle real properties may be leased to private persons/entities subject to a prior approval of the NIA Board or Administrator, as the case maybe.
3. The Real Property Management Committee / Sub-committees shall be responsible in the leasing of idle Real Properties duly approved by the Board of Directors or Administrator. For this purpose, leasing shall include, but not limited to, preparation and posting of invitation to lease, opening of Letter of Intent to lease, awarding, administer the execution of the Contract of

Lease and issuance of notice of right to enter the leased premises.

4. Visitorial right of the Agency over the leased premises is likewise vested to the committee/sub-committees.

For compliance.



CARLOS S. SALAZAR
OIC, Administrator

May 13, 2008