



Republika ng Pilipinas
Department of Agriculture

Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

**LABANAN
ANG
KAHIRAPAN**



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MC # 8 s., 2010

MEMORANDUM CIRCULAR

TO : THE SR. DEPUTY ADMINISTRATOR, DEPUTY
ADMINISTRATORS, DEPARTMENT / REGIONAL /
OPERATIONS / PROJECT MANAGERS, IMO DIVISION
MANAGERS/HEADS AND ALL OTHERS CONCERNED

SUBJECT : **SUBMISSION OF COMMENTS/INPUTS TO CENTRAL
OFFICE AND REGIONAL WEBSITES TO BE DEVELOPED**

This has reference to the existing NIA Website: www.nia.gov.ph. The development and enhancement is ongoing to meet NIA requirements and compliance to Stage 3 of the United Nations-American Standard Public Administration (UN-ASPA) Five Stages of e-Government as prescribed under NCC Memorandum Circular No. 2003-01. As part of NIA's information and communication technology efforts, we are improving the existing website. The last modification of the website was on September 2009. It is to be updated every two months or sooner as necessary.

At present, the NIA website has met the requirements of the features of Stages 1 to 3 of the UN-ASPA Five Stages of e-Government, where:

- Write up on what NIA is, may be read, to include:
 - Mandate and Main Functions
 - Vision, Mission and Objectives
 - Historical Background
 - Organizational Structure and the Responsibilities of each unit
 - List of Key Officials, their responsibilities and contact details
 - Plans / Programs / Projects
 - Policy Pronouncements / Official Statements / Rules and Regulations Issued
 - Services, Reports, Publications and Statistical Information
 - Link to Philippine Government Portal and Other Government Offices
- Accessible information at the website will be regularly updated
- Forms, Publications, Newsletter and other documents can be made available for downloading
- Announcements of Procurement/Bid Activities, Bulletins of vacant positions may be posted
- Links to all Regional/Field Offices websites are available
- Search features and a Sitemap may be found
- Use of e-mail for posting comments and other inquiries are made available

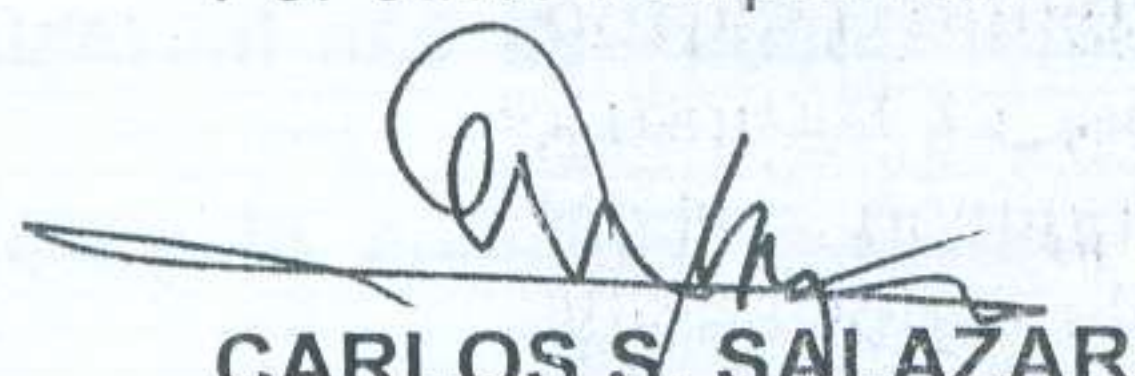
- Privacy, security and other intellectual property protection statements are integrated
- Users are able to log-in with password to the NIA website;
- Uploaded files like: reports, files and forms are available for downloading;
- Users can access specific databases through a secure transaction;

In view of the above, all officials and employees are invited to visit the website and give comments and suggestions to improve the website through e-mail: **corplan_mid@yahoo.com** cc.: **sussietaniegra@yahoo.com**. You may also request for administrator's account to allow you to directly post or upload files like: posting of invitations to bid, reports, policies and news at the Central Office Website from the Management Information Division (MID).

The templates for the regional websites have been developed. To complete these websites, updated inputs are required. Hence, you are requested to send updated data/information of your respective regional/office profile as initial inputs to the regional website. Hosting of these websites shall be at Central Office. Once the regional websites are launched, your respective Sr. Computer Services Programmer or responsible staff shall be assisted by MID in updating and maintaining these websites. Send the following information/data as initial inputs to MID through above email addresses:

- Brief historical background of offices (RIO, IISO, IMO, PMO)
- Directory of offices with contact numbers (RIO, IISO, IMO, PMO)
- Calendar of events, including groundbreaking and inauguration of projects
- News
- Feature stories
- Contracts for bidding
- Profile of national and communal irrigation systems: location, municipality/(ies) covered, service area, number of beneficiaries, crops planted, duration of cropping seasons, etc.
- Profile of ongoing projects: location, municipality/(ies) covered, service area, number of beneficiaries, implementation schedule, funding source, etc.
- Directory of Irrigators Associations: address, name of officers, number of members, services rendered to members, outstanding achievements, etc.
- Others

For strict compliance.


CARLOS S. SALAZAR
 Administrator

Date: 10 February, 2010