



Republika ng Pilipinas
Department of Agriculture

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



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MEMORANDUM CIRCULAR

TO : Regional Irrigation Managers/Operations Manager,
Division Managers/Irrigation Management Office (IMO)
Manager and All Others Concerned

SUBJECT : Undertaking of NIA-IA O&M Management Activities as Per
Memorandum Circular No. 32 s. 1991 – dated Mar 22, 1991

As per Memorandum Circular No. 32 S. 1991, each National Irrigation Systems (NIS) must conduct the NIA-IA Pre-Operation and Maintenance (O&M) Conference not later than one (1) month prior to the initial delivery of irrigation water in the NIS. The planning activity was further enhanced by Memorandum Circular No. 36 S. 1997 mandating the creation of System Management Committee (SMC) in each NIS.

Under the rationalized organization, the Irrigation Management Offices (IMO) must supervise the NIS O&M Staff in the field implementation of the NIS O&M Management activities as per those MCs. The NIA-IA Pre-O&M Planning Conference key outputs for each NIS are:

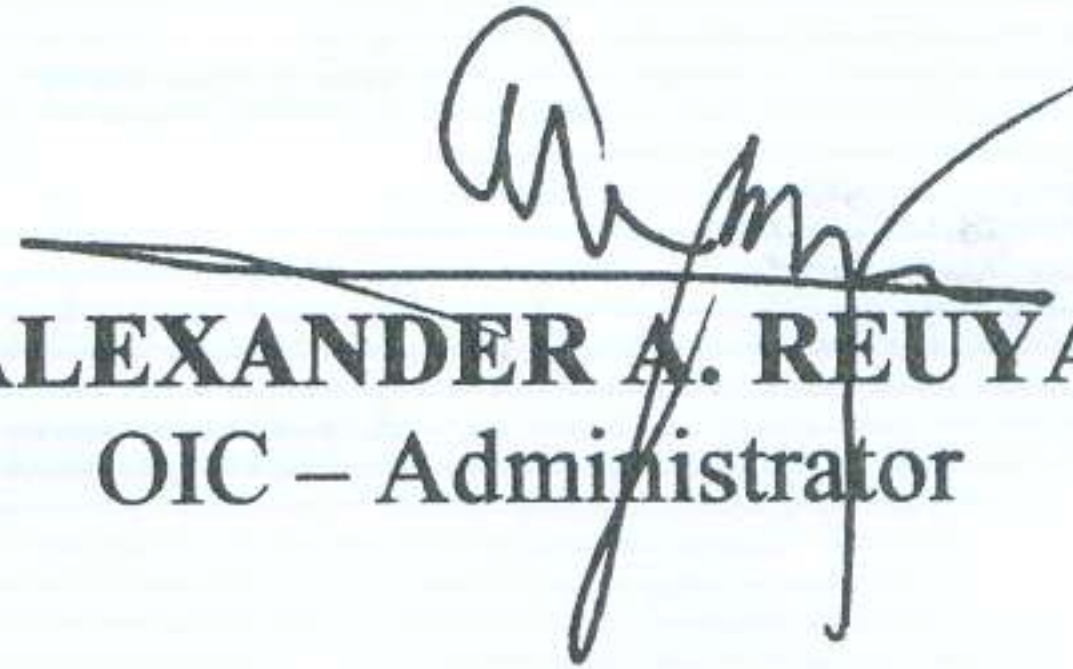
- a) Cropping calendar and pattern of planting;
- b) Schedules of water delivery and distribution;
- c) Schedules of in-season maintenance and repair activities;
- d) Preparation and distribution of irrigation service fee (ISF) bills; and
- e) Collection and remittance of ISF payments.

Within two (2) weeks after the NIA-IA O&M Pre-O&M Planning Conference of each NIS, you are hereby advised to submit three (3) copies of

these planning outputs to the Operations Department for review of the Systems Management Division (SMD) and Institutional Development Division (IDD).

Please be informed further that those reportorial requirements shall form part of the phased-capacity building program for operation and maintenance (O&M) and institutional development (ID) staff of the regional, irrigation management and national irrigation system offices (RIO/IMO/NISO).

For strict compliance.


ALEXANDER A. REUYAN
OIC – Administrator

14 April 2010
Date