



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE



MEMORANDUM CIRCULAR NO. 09
Series of 2025

TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, THE REGIONAL/DEPARTMENT/PROJECT MANAGERS, DIVISION MANAGERS, AND ALL OTHERS CONCERNED

SUBJECT : AMENDMENT TO MC NO. 10 SERIES OF 2024 ON CREATION OF STEERING COMMITTEE AND TECHNICAL WORKING GROUP FOR THE REID FOUNDATION CONSULTANCY SERVICES FOR THE PREPARATION OF THE NIA PROCUREMENT MANUAL, RIGHT-OF-WAY MANUAL, AND SOCIAL AND ENVIRONMENTAL SAFEGUARDS MANUAL

In view of the movement of personnel in the organization and to ensure continuity in effectively overseeing the Consultancy Service for the Preparation of the National Irrigation Administration (NIA) Procurement Manual, Right-of-Way Manual, and Social and Environmental Safeguards (SES) Manual by the Research, Education, and Institutional Development (REID) Foundation, Inc., the composition of the Steering Committee is hereby amended as follows:

A. STEERING COMMITTEE

Chairperson : Senior Deputy Administrator

Vice-Chairperson/s: Deputy Administrator for Engineering and Operations Sector

: Deputy Administrator, Administrative and Finance Sector


Members : Manager, Administrative Department

: Manager, Legal Services/
Attorney V, Legal Services (Alternate)



- : Manager, Engineering Department
- : Manager, Operations Department
- : Manager, Financial Management Department

This Memorandum Circular shall take effect immediately and shall remain in force until further orders.


ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

Date: 10 FEB 2025



MEMORANDUM CIRCULAR NO. 10
Series of 2024

TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/REGIONAL/
PROJECT MANAGERS AND ALL OTHER CONCERNED

SUBJECT : CREATION OF STEERING COMMITTEE AND TECHNICAL WORKING GROUP FOR THE REID
FOUNDATION CONSULTANCY SERVICE FOR THE PREPARATION OF THE NIA PROCUREMENT
MANUAL, RIGHT-OF-WAY MANUAL, AND SOCIAL AND ENVIRONMENTAL SAFEGUARDS MANUAL

In the exigency of the service, and to effectively oversee the Consultancy Service for the Preparation of the National Irrigation Administration (NIA) Procurement Manual, Right-of-Way (ROW) Manual, and Social and Environmental Safeguards (SES) Manual by the Research, Education, and Institutional Development (REID) Foundation, Inc., a Steering Committee and a Technical Working Group are hereby created and to be composed as follows:

A. STEERING COMMITTEE

Chairperson : ROBERT C. SUGUITAN
Senior Deputy Administrator

Vice-Chairperson/s : JOSEPHINE B. SALAZAR
Office-in-Charge, Engineering and Operations Sector
ROBERT VICTOR G. SEARES, JR.
Deputy Administrator, Administrative and Finance Sector

Members : RIZZA A. IBAÑEZ - *Acting Manager, Legal Services Department*
REYNE B. UGAY - *Acting Manager, Engineering Department*
EUSEBIO S. VILLAMANTO - *Acting Manager, Operations Department*
MILCA B. CAYANGA - *Manager, Financial Management Department*
ALBINE DAVE V. JUBILADO - *Acting Manager, Administrative Department*

The Steering Committee shall discharge the following duties and functions in relation to the preparation of the NIA Procurement, ROW, and SES Manuals:

- a) Provide general policy directions for the conduct of the Consultants' services;
- b) Review and comment on the drafts of the three Manuals;
- c) Review and comment on the Training Workshop Program and Manuals Pilot Testing;
- d) Identify key strategic infrastructure, consulting services, and goods that will serve as pilot NIA projects for the use of the Manuals;
- e) Recommend the Final NIA Procurement Manual to the NIA Administrator and Board for approval and endorsement to the Government Procurement Policy Board; and
- f) Recommend the Final NIA ROW and SES Manual to the NIA Administrator and Board for approval.

The Steering Committee shall consult with various concerned agencies and stakeholders, both internal and external in performing its tasks. The Chairperson of the Steering Committee shall review and sign-off acceptance of outputs submitted by REID Foundation Consultants, Technical Working Group and Secretariat.



B. TECHNICAL WORKING GROUP / NIA COUNTERPART PERSONS

1. Procurement Manual Team

BAC-A Concerns : Paulo Kristopher P. Villanea - *Sr. Engineer A. DSD-ED*
BAC-B Concerns : Christian M. Colindres - *Actg. Procurement Serv. Chief, PPD-AD*

2. ROW Manual Team

Atty. Bjorn Madrid - *Atty. IV, Legal Services*
Jerome R. Osias - *Principal Engineer A, ARMO, OSDA*

3. SES Manual Team

Environmental Concerns : Gilmar J. Ballatan - *Principal Engineer A. EWS-PPD-ED*
Institutional Concerns : Maricel M. Del Rosario - *Actg. IA Capacity Bldg. Chief, IDD-OD*

All Regional Managers Concerned

The Technical Working Group (TWG) shall assist the Steering Committee in carrying out its duties and functions. The TWG shall, therefore, work with, actively participate in, and partner with the REID Foundation Consultants in performing the following:

- a) Provide procurement, right-of-way, and social and environmental safeguards-related input data and information for the preparation of the Manuals;
- b) Arrange consultations with the internal and external stakeholders concerned;
- c) Collaborate in the drafting and production of the Manuals;
- d) Assist in holding the Orientation Workshops on the Manuals; and
- e) Review the outputs of the REID Foundation Consultants and endorse the same to the Steering Committee for approval.

C. SECRETARIAT

Head : Juanito T. Gumpal, Jr. - *Environmental Specialist A. EWS-PPD-ED*
Members : Maricris V. Capistrano - *Technical Assistant, OA*
Aubrey R. Sarmiento - *Executive Secretary, OSDA*
Rochel M. Maac - *Environmental Analyst, EWS-PPD-ED*
Noel Kristoffer S. Vicho - *Sr. Engineer A, CPSS, CMD-ED*
Dennis B. Baluyot - *Research Analyst A, Legal Services*

All Secretariat members shall discharge the following duties and functions:

- a.) Receiving and safekeeping of documents
- b.) Taking notes and preparation of Minutes of Meetings;
- c.) Drafting of Indorsements to the TWG or Selection Committee;
- d.) Monitoring of various Communications; and
- e.) Perform other coordination and administrative functions.

This Memorandum Circular shall take effect immediately and shall remain in force until further orders.

ENGR. EDUARDO EDDIE G. GUILLEN

Acting Administrator

18 JAN 2024