Republika ng Pilipinas
KAWANIHANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Tagumpayanggiwu
Lalawigan ng Quezon

(Records)

Tel. Nos. 97-60-71 to 78 Cable Address : [illegible]

MC No. 022, S. 1988

Guidelines

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION MANAGERS,
PROVINCIAL IRRIGATION ENGINEERS
AND ALL CONCERNED
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : REVISED/UPDATED AND NEW GUIDELINES REGARDING COMMUNAL IRRIGATION PROGRAM IMPLEMENTATION

In line with the desire of the Agency to further improve the implementation of Communal Irrigation Program, the Assistant Administrator for Systems Operation and Equipment Management initiated a series of consultation meetings and feedback session at the regional and provincial levels. The said meetings were conducted by the Institutional Support Staff (ISS) from April 22- June 8, 1987 and attended by 252 key personnel from the regional and provincial officers who are directly responsible in the implementation of communal projects. The objective of the meetings conducted was to review and assess the communal irrigation development program implementation in order to identify specific problems, constraints and issues encountered by the field implementors so that appropriate action and improvements can be undertaken.

As a result of the meetings conducted, a consolidated feedback report was submitted by the ISS in September, 1987 to the Assistant Administrator for SOEM. Said report focused on the issues, problems and constraints and recommendations raised by the field implementors.

A series of sectoral meetings were called by the Assistant Administrator for Systems Operation and Equipment Management to address said problems identified. The meetings were attended by key personnel from Communal Irrigation Department, Institutional Development Department and Palawan Integrated Area Development Project First Irrigation Sector Project. One of the major results of the meetings conducted was the decision to [illegible]/revise and come-up with new guidelines and policies in order to improve program implementation.

The guidelines and policies hereto attached are the result of the productive efforts contributed by the field implementors and Central Office Personnel.

All previous memoranda, office circulars and guidelines issued that are inconsistent with the following guidelines and policies are hereby superseded.

Listed below are the updated guidelines:

Guidelines on the preparation of the five year communal irrigation development program;

Guidelines on the preparation of provincial annual program;

Guidelines on the preparation of regional annual program;

Guidelines on the standard derivation of unit cost for investigation and survey;

Guidelines on identification of communal irrigation projects;

Guidelines on the gathering of discharge measurement for communal irrigation projects;

Guidelines on Agro-Economic data gathering for feasibility report

Simplified soil texture determination and soil nutrient analysis;

Guidelines on institutional profile writing;

Guidelines on the recruitment of profile writers;

Suggested prototype design on CIS profile writer's training;

Planning and monitoring system for profile writers;

Guidelines on the conduct of profile writers performance evaluation;

Guidelines on the preparation of initial project feasibility report;

Guidelines on the conduct of topographic survey for communal irrigation projects;

Guidelines on the preparation of final project feasibility report;

Revised guidelines on the conduct of project selection and prioritization workshop;

IOW Recruitment and selection Guidelines;

Revised guidelines on the conduct of ICO/IOW performance evaluation;

Sample joint NIA-IA Policies and systems for construction;

Checklist of requirements prior to project construction;

Revised guidelines on IA viability evaluation;

Conduct of cost and equity reconciliation;

Guidelines on the conduct of orientation and planning workshop on farm level facilities and system maintenance;

Guidelines on the conduct of pre-operation and maintenance conference;

Guidelines on the conduct of test-run for communal irrigation projects;

Guidelines on the repair of damages of communal irrigation projects/systems;

Guidelines on the turnover of communal irrigtion systems;

Guidelines on the preparation of project completion report;

Guidelines on the cancellation deferment and suspension of communal irrigation project;

Guidelines on the reallocation of funds;

Clarification of MC #42 Series 1968 regarding the preparation of project estimates;

Standard cost basis for institutional development;

Guidelines on the preparation of the Provincial Irrigation Profile; and

Communal irrigation project implementation network.

For strict compliance.

FEDERICO M. ALBAT, JR.
Administrator