



**MEMORANDUM CIRCULAR NO. 105**  
Series of 2025

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

**SUBJECT: INTERNAL GUIDELINES IN THE BUDGET PREPARATION, PROGRAMMING, AND IMPLEMENTATION OF PRE-CONSTRUCTION ACTIVITIES FOR IRRIGATION LINE PROJECTS**

In relation to the Pre-Construction Activities for Irrigation Projects outlined as a separate line item in the approved FY 2024 and FY 2025 General Appropriations Act (GAA), herein are the internal guidelines on the budget preparation, programming, and implementation of pre-construction activities for irrigation projects.

To ensure that the construction of irrigation projects is planned and executed effectively and efficiently, these guidelines aim to establish the foundation for irrigation projects, addressing various aspects such as its scope and coverage, documentary requirements, budgeting, and investing. Hence, all concerned offices are directed to observe compliance in the adoption of the herein-prescribed guidelines.

While these guidelines provide a framework, it does not restrict proponents from modifying the same to accommodate project-specific requirements, subject to the approval by NIA Central Office.

For strict compliance.

**ENGR. EDUARDO EDDIE G. GUILLEN**  
Administrator

Date: 28 NOV 2025



**NIA GUIDELINES IN BUDGET PREPARATION,  
PROGRAMMING, AND IMPLEMENTATION OF  
PRE-CONSTRUCTION ACTIVITIES FOR IRRIGATION  
LINE PROJECTS**

**OCTOBER 2025**

**NIA GUIDELINES IN THE BUDGET PREPARATION, PROGRAMMING, AND  
IMPLEMENTATION OF  
PRE-CONSTRUCTION ACTIVITIES FOR IRRIGATION LINE PROJECTS**

**I. RATIONALE**

In support of the Agency's strategic goals for the development of Irrigation Infrastructure Projects and the strengthening of project monitoring and evaluation, the funding and implementation of the Major Components of Irrigation Line Projects shall henceforth be separate from that of the Pre-Construction Activities. This delineation is intended to streamline project implementation timelines, and to improve the clarity and consistency of project status and progress reports.

These guidelines aim to establish a systematic and consistent approach to the programming and execution of the Pre-Construction Activities for Irrigation Line Projects, and to address the key concerns related to budgeting, documentary requirements, programming, and implementation. Thus, before the Major Components of the project (Dam, Irrigation Facilities, etc.) are implemented, these guidelines are intended to rationalize and expedite pre-construction processes.

**II. OBJECTIVES**

- To streamline and segregate the pre-construction activities of irrigation line projects that are in the Detailed Engineering Design/Study (DED/DES) stage;
- To identify and screen projects according to document completeness and implementation readiness; and
- To establish the roles and responsibilities of NIA Central Office, Regional Irrigation Offices (RIOs), Irrigation Management Offices (IMOs), and Project Management Offices (PMO).

**III. SCOPE AND COVERAGE**

**Pre-Construction Activities for Irrigation Line Projects** are those deemed necessary in the implementation of irrigation projects but not directly involved in the provision of irrigation and drainage services.

**A. Civil Works**

- a. Construction of Access Roads to the Project Site;
- b. Construction of Project Facilities, including:
  - i. Site Office;
  - ii. Training Facilities;
  - iii. Motorpool;
  - iv. Guard House;
  - v. Perimeter Fence;
  - vi. Provision for Electricity, Potable Water Supply, and Fire Protection;
  - vii. Safety and Health Facilities; and

- viii. Other required special facilities for the project;
- c. Construction of Protection Works; and
- d. Contract Supervision, if applicable.

**B. Institutional Development Program**

- a. Hiring and Capability Development of Irrigators' Development Officers (IDOs);
- b. Project Profiling; and
- c. Organization of Irrigators' Associations (IAs).

**C. Right-of-Way Acquisition, Plant/Property Damages, and Land Acquisition and Resettlement**

- a. Right-of-Way identification, negotiation, and payment of project-affected areas; and
- b. Implementation of Land Acquisition and Resettlement Plan (LARP), which is a parallel activity with the Detailed Engineering Design as per Memorandum Circular No. 137 series of 2023.

**D. Procurement of Equipment and Vehicles**

As per the Department of Budget and Management (DBM) Budget Circular No. 2022-1 series of 2022, the approving authorities for the purchase of government motor vehicles by Government-Owned or Controlled Corporations (GOCCs) are as follows:

- a. Endorsement by the NIA Board of Directors to the Department of Budget and Management (DBM);
- b. Approval by the Secretary of Budget and Management; and
- c. Approval by the Office of the President, upon recommendation of the DBM.

The Regional Irrigation Office (RIO) shall ensure that the equipment and vehicles to be procured as specified in the Program of Works (POW) are included in the Annual Procurement Program (APP) and the Project Procurement Management Plan (PPMP).

#### **IV. REQUIREMENTS**

Prior to the funding and commencement of any Pre-Construction Activities, the following Pre-Engineering/Project Preparatory requirements must be completed and submitted or made available by the Implementing Office, to wit:

**A. Project Development**

- a. Project Identification and Pre-Feasibility Study;
- b. Approved Feasibility Study Report, including:
  - i. Topographic Survey;
  - ii. Factual Report on the Subsurface Geological Activities;
  - iii. Parcellary Map (Determination of Target Area);
- c. Draft Detailed Engineering Study (DES) or Detailed Engineering Design (DED).

**B. Inclusion in the latest Public Investment Program (PIP) and Three-Year Rolling Infrastructure Program (TRIP)**

The Total Investment Cost of an irrigation project shall encompass all expenditures, including those incurred for Pre-Construction Activities, thereby constituting the Overall Total Project Cost.

For purposes of reporting and inclusion in PIP, TRIP, project profiles, and related reports, the Implementation Period shall pertain exclusively to the Construction Phase of the Major Components, excluding Pre-Construction and other preparatory activities.

Notwithstanding, Pre-Construction Activities shall be duly accounted for and reflected in the fiscal years when the corresponding costs are allocated or incurred.

**C. Civil Works**

- a. Approved plans and drawings of the Pre-Construction Activities; and
- b. Approved Current Year Program of Works (CY POW) for Pre-Construction Activities, in accordance with Memorandum Circular 155 series of 2023 entitled *"Revised Guidelines in the Preparation of Program of Works, Approved Budget for the Contract, Estimated Project Cost and/or Derivation of Unit Cost of All Irrigation Projects."*

The CY POW for the Pre-Construction Activities of each irrigation line project shall be subject to approval by the delegated authority prior to the commencement of pre-construction activities or works.

**D. Right-of-Way Acquisition, Plant/Property Damages, and Land Acquisition and Resettlement**

The Implementing Office must submit the following supporting documents:

- a. Project Valuation Committee Reports;
- b. List of claimants with corresponding lot numbers;
- c. Strip Map;
- d. Other relevant and up-to-date documents supporting the Right-of-Way Acquisition, such as but not limited to:
  - i. Deed of Donations;
  - ii. Deed of Sale;
  - iii. Permit to Enter; and
  - iv. Permit to Construct.

**E. Acquisition and Payment of Permits and Certificates (*whichever is applicable*)**

The acquisition of permits and certificates under this section shall be undertaken by the concerned Implementing Office, and shall be charged to the Feasibility Study & Detailed Engineering (FSDE) and Pre-Engineering Activities for Various Projects funds, unless otherwise specified.

The Environmental and Watershed Management Section of the Project Planning Division shall undertake the monitoring of the status of these permits and certificates.

- **Certificates / Permits Issued by the Department of Environment and Natural Resources (DENR), pursuant to Presidential Decree No. 1586 Establishing an Environmental Impact Statement System including Other Environmental Management Related Measures and for Other Purposes:**

- i. **Environmental Compliance Certificate (ECC), including all pre-requisite clearances and permits required for its issuance;**  
*The projects must have complied with the requirements of the Philippine Environmental Impact Assessment (EIA) System and show that the proposed project will not cause a significant negative impact on the environment; ~~or~~*

**Certificate of Non-Coverage (CNC);**

*Document issued by the DENR's Environmental Management Bureau (EMB) that exempts a project from obtaining an Environmental Clearance Certificate (ECC).*

*The concerned Regional Irrigation Office shall be responsible for the application of the CNC (online). The review of the TOR shall be in accordance with the latest Manual of Delegated Authorities.*

- ii. **Gratuitous Permit for Special Use of Forest Lands (GSUP)\*, including all pre-requisite clearances and permits required for its issuance;**  
*As per the DENR Administrative Order No. 2022-01 series of 2022, the GSUP refers to permits that are issued for the use of forest lands without charge or for free. In the context of "special use of Forest Lands," this might involve granting permissions for specific activities or purposes within forested areas. Special use permits are often required when individuals or organizations intend to use public lands for activities beyond standard recreational use.*
- iii. **Special Use Agreement in Protected Areas (SAPA)\*, including all pre-requisite clearances and permits required for its issuance;**  
*Issued to enable productive use of our protected areas as defined under the National Integrated Protected Areas Act of 1992 while maintaining its status as a protective area.*

*\* Note: The funding source for the payment of GSUP and SAPA shall be charged to FSDE during the Pre-Engineering and Pre-Construction phases, the Project fund during Major Component implementation, and the Operations fund after project turnover.*

- **Others:**

- iv. **Free Prior and Informed Consent (FPIC) from the National Commission on Indigenous Peoples (NCIP), for construction;**  
*As per the Republic Act No. 8371 "An Act to Recognize, Protect and Promote the Rights of Indigenous Cultural Communities/Indigenous Peoples, Creating a National Commission on Indigenous Peoples, Establishing Implementing Mechanisms, Appropriating Funds Therefor, and for Other Purposes," securing the NCIP Clearance/Certificate is required in order to attest that the project area does not overlap with any ancestral domain area of any Indigenous Cultural Communities (ICC) and Indigenous Peoples (IP). Or if the project is found to be within an ancestral domain area, the required FPIC must be properly obtained from the ICC/IP community concerned in accordance with specific guidelines; ~~or~~*

If no Certificate of Ancestral Domain Territory (CADT) is issued, a **Certificate of Non-Overlap (CNO)** shall be obtained;  
*Certificate issued by the NCIP attesting to the fact that the area where the particular plan, program, project, or activity will be done does not overlap with, or affect, any ancestral domain;*

- v. **Strict preservation of National Cultural Heritage Structures** as per the Republic Act 10066 "An Act Providing for the Protection and Conservation of the National Cultural Heritage, Strengthening the National Commission for Culture and the Arts (NCCA) and Its Affiliated Cultural Agencies, and For Other Purposes"; and
- vi. **Water Permit**, subject to the control and regulation of the National Water Resources Board (NWRB).  
*In pursuant to Article 13 of Presidential Decree No. 1067, which states that "Except as otherwise provided, no person, including government instrumentalities or government-owned or controlled corporations, shall appropriate water without a water right, which shall be evidenced by a document known as a water permit."*

## **V. PROCESS FLOW**

### **A. Budget Preparation**

The total estimated cost of the Pre-Construction Activities for an Irrigation Project shall be prepared by the concerned Irrigation Management Office (IMO) or Project Management Office (PMO) in accordance with the provisions of Memorandum Circular No. 155 series of 2023, or the latest guidelines in the preparation of Program of Works, Approved Budget for the Contract, estimated project cost, and derivation of unit cost of irrigation projects. The proposed Pre-Construction Activities shall be limited to the minimum requirements necessary

to achieve the project targets and expected benefits, as per the Approved Feasibility Study Report.

During the Agency's Annual Budget Preparation, the concerned Regional Irrigation Office (RIO) may propose the estimated fiscal year budgetary requirements of the projects that meet the requirements set forth in Section IV of these guidelines. The Implementing Offices must ensure that the proposed Pre-Construction Activities are implementation-ready and can be completed within the fiscal year.

## **B. Submission of POW and Release of ASA**

### **a. Annual Program of Works for the Pre-Construction Activities**

The Irrigation Management Office (IMO) or Project Management Office (PMO) shall prepare the Annual Program of Works (POW) for Pre-Construction Activities and submit the same for approval through the appropriate approval hierarchy based on the project amount, in accordance with the provisions of the latest Manual of Delegated Authorities.

The POW may be approved at the IMO/PMO level, Regional Irrigation Office (RIO) level, or Central Office level, depending on the delegated authority corresponding to the project amount indicated therein.

For POWs requiring Central Office approval, the RIO shall submit the POW to the Office of the Deputy Administrator for Engineering and Operations. The Construction Management Division (CMD) shall review and evaluate the same and endorse it for approval by the duly delegated authority once found in order.

Upon receipt of the approved POW, the CMD shall process the request for the release of funds, subject to availability and prioritization of projects by the Central Office.

### **b. Overall Program of Works for the Project**

The Overall POW of the Irrigation Project, incorporating both Pre-Construction and Major Component phases, shall be submitted by the RIO or PMO to the Central Office for the review of the CMD and approval by the delegated authority prior to the implementation of the Major Components.

To ensure proper alignment with the project implementation timeline, the Pre-Construction Activities shall be reflected as Year 0 in the Overall POW to reflect activities conducted prior to Major Component implementation, with Year 1 commencing upon the start of the Major Component phase.

As stipulated in Section IV.B., the Implementation Period reflected in the Public Investment Program (PIP), Three-Year Rolling Infrastructure Program (TRIP), project profiles, and related project reports shall pertain exclusively to the Construction Phase of the Major Components, excluding Pre-Construction and other preparatory activities

### **C. Implementation and Monitoring**

Pre-construction activities for the Irrigation Project shall be implemented by the Regional Irrigation Office (RIO), Irrigation Management Office (IMO), or Project Management Office (PMO) in parallel with the conduct of the Detailed Engineering Design for the Major Components.

The implementation of Pre-Construction Activities shall be subject to monitoring and evaluation by the Construction Management Division (CMD). The Monthly Progress Report shall be submitted by the RIO to the CMD every 25th of the month, pursuant to Memorandum Circular No. 126 series of 2021.

The funding and implementation of the Major Components of Irrigation Line Projects shall commence upon completion of the Detailed Engineering Design, provided that all requirements for the construction of the major civil works are already met to ensure smooth and efficient implementation of the project.

Furthermore, in cases where a PMO is necessary to implement the project, its creation must be facilitated by the concerned Regional Office prior to the commencement of the Major Components.

### **D. Inventory and Validation**

CY Program Inventory and Validation shall be conducted by the Regional Office and Central Office to account for all activities under the Pre-Construction Phase. The results shall be included in the Final Inventory Report of the project. The Inventory Team shall be composed of representatives from the Sub-Committee on Infrastructure & Facilities and the Sub-Committee on Finance.

## **VI. EFFECTIVITY**

This Memorandum Circular shall take effect immediately upon its approval. All other circulars or provisions inconsistent herewith are hereby repealed, revoked, or modified accordingly.

1st REVISED (August 2025)	2nd REVISED (October 2025)
<p><b>FRONT PAGE</b></p> <p>To ensure that the construction of irrigation projects <b>are</b> planned and executed effectively and efficiently, these guidelines aim to establish the foundation for irrigation projects, addressing various aspects such as its scope and coverage, documentary requirements, and budgeting.</p>	<p><b>FRONT PAGE</b></p> <p>To ensure that the construction of irrigation projects <b>is</b> planned and executed effectively and efficiently, these guidelines aim to establish the foundation for irrigation projects, addressing various aspects such as its scope and coverage, documentary requirements, budgeting, and investing.</p>
<p><b>II. OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>● To streamline and segregate the pre-construction activities of irrigation line projects that are in the Detailed Engineering Design/Study (DED/DES) stage;</li> <li>● To identify and screen projects according to document completeness and implementation readiness; and</li> <li>● To establish the roles and responsibilities of NIA Central Office, Regional Irrigation Offices (RIOs), Irrigation Management Offices (IMOs), and Irrigation Management Offices (IMOs).</li> </ul>	<p><b>II. OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>● To streamline and segregate the pre-construction activities of irrigation line projects that are in the Detailed Engineering Design/Study (DED/DES) stage;</li> <li>● To identify and screen projects according to document completeness and implementation readiness; and</li> <li>● To establish the roles and responsibilities of NIA Central Office, Regional Irrigation Offices (RIOs), Irrigation Management Offices (IMOs), and Project Management Offices (PMO).</li> </ul>
<p><b>III. SCOPE AND COVERAGE</b></p> <p><b>D. Procurement of Equipment and Vehicles</b></p> <ol style="list-style-type: none"> <li>a. Endorsement by the NIA Board of Directors to the Department of Budget and Management (DBM);</li> <li>b. Approval by DBM; and</li> <li>c. Approval from the Office of the President.</li> </ol>	<p><b>III. SCOPE AND COVERAGE</b></p> <p><b>D. Procurement of Equipment and Vehicles</b></p> <p>As per the Department of Budget and Management (DBM) Budget Circular No. 2022-1 series of 2022, the approving authorities for the purchase of government motor vehicles by GOCCs are as follows:</p> <ol style="list-style-type: none"> <li>i. Endorsement by the NIA Board of Directors to the Department of Budget and Management (DBM);</li> <li>ii. Approval by the Secretary of Budget and Management; and</li> <li>iii. Approval by the Office of the President, upon recommendation of the DBM.</li> </ol> <p>The Regional Irrigation Office (RIO) shall ensure that the equipment and vehicles to be procured as specified in the Program of Works (POW) are included in the Annual Procurement Program (APP) and the Project Procurement Management Plan (PPMP).</p>

**IV. REQUIREMENTS**

**B. Inclusion in the latest Public Investment Program (PIP) and Three-Year Rolling Infrastructure Program (TRIP)**

The project allocation for Pre-Construction Activities of Irrigation Projects shall form part of the Total Investment or Total Project Cost. However, only the implementation period for the Construction Phase of the Major Components shall be reflected in the PIP, TRIP, project profiles, and related project reports. The implementation period for Pre-Construction Activities shall be reported separately.

**IV. REQUIREMENTS**

**B. Inclusion in the latest Public Investment Program (PIP) and Three-Year Rolling Infrastructure Program (TRIP)**

The Total Investment Cost of an irrigation project shall encompass all expenditures, including those incurred for Pre-Construction Activities, thereby constituting the Overall Total Project Cost.

For purposes of reporting and inclusion in PIP, TRIP, project profiles, and related reports, the Implementation Period shall pertain exclusively to the Construction Phase of the Major Components, excluding Pre-Construction and other preparatory activities.

Notwithstanding, Pre-Construction Activities shall be duly accounted for and reflected in the fiscal years when the corresponding costs are allocated or incurred.

**IV. REQUIREMENTS**

**E. Acquisition and Payment of Permits and Certificates (whichever is applicable)**

*Note: The acquisition of permits and certificates under this section shall be charged to the Feasibility Study & Detailed Engineering (FSDE) and Pre-Engineering Activities for Various Projects funds, unless otherwise specified.*

*The monitoring of the status of these permits and certificates shall be undertaken by the Environmental and Watershed Management Section of the Project Planning Division.*

**IV. REQUIREMENTS**

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The acquisition of permits and certificates under this section shall be undertaken by the concerned Implementing Office, and shall be charged to the Feasibility Study & Detailed Engineering (FSDE) and Pre-Engineering Activities for Various Projects funds, unless otherwise specified.

The Environmental and Watershed Management Section of the Project Planning Division shall undertake the monitoring of the status of these permits and certificates.

- **Certificates / Permits Issued by the Department of Environment and Natural Resources (DENR):**

- i. **Environmental Compliance Certificate (ECC);**

*The projects must have complied with the requirements of the Philippine Environmental Impact Assessment (EIA) System and show that the proposed project will not cause a significant negative impact on the environment; **or***

- Certificate of Non-Coverage (CNC);**

*Document issued by the DENR's Environmental Management Bureau (EMB) that exempts a project from obtaining an Environmental Clearance Certificate (ECC).*

*The concerned Regional Irrigation Office shall be responsible for the application of the CNC (online). The review of the TOR shall be in accordance with the latest Manual of Delegated Authorities.*

- ii. **Gratuitous Permit for Special Use of Forest Lands (GSUP)\*;**

*Refer to permits that are issued without charge or for free. In the context of "special use of Forest Lands," this might involve granting permissions for specific activities or purposes within forested areas. Special use permits are often required when individuals or organizations intend to use public lands for activities beyond standard recreational use.*

- iii. **Special Use Agreement in Protected Areas (SAPA)\*;**

*Issued to enable productive use of our protected areas as defined under the National Integrated Protected Areas Act of 1992 while maintaining its status as a protective area.*

*\* Note: The funding source for the payment of GSUP and SAPA shall be charged to FSDE prior to project implementation, charged to the Project fund during the project implementation, and charged to the Operations fund after the project turnover.*

- **Certificates / Permits Issued by the Department of Environment and Natural Resources (DENR), pursuant to Presidential Decree No. 1586 Establishing an Environmental Impact Statement System including Other Environmental Management Related Measures and for Other Purposes:**

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*Issued to enable productive use of our protected areas as defined under the National Integrated Protected Areas Act of 1992 while maintaining its status as a protective area.*

*\* Note: The funding source for the payment of GSUP and SAPA shall be charged to FSDE during the Pre-Engineering and Pre-Construction phases, the Project fund during Major Component implementation, and the Operations fund after project turnover.*

- **Others:**

- iv. **Free Prior and Informed Consent Process (FPIC) from the National Commission on Indigenous Peoples (NCIP), for construction;**

*Securing the NCIP Clearance/Certificate is required in order to attest that the project area does not overlap with any ancestral domain area of any Indigenous Peoples. Or if the project is found to be within an ancestral domain area, the required Free & Prior Informed Consent (FPIC) must be properly obtained from the ICC/IP community concerned in accordance with specific guidelines; **or***

If no Certificate of Ancestral Domain Territory (CADT) is issued, a **Certificate of Non-Overlap (CNO)** shall be obtained;

*Certificate issued by the NCIP attesting to the fact that the area where the particular plan, program, project, or activity will be done does not overlap with, or affect, any ancestral domain;*

- v. **Strict preservation of National Cultural Heritage Structures** as per the Republic Act 10066; and

- vi. **Water Permit**, subject to the control and regulation of the National Water Resources Board (NWRB).

*In pursuant to Article 13 of Presidential Decree No. 1067, which states that "Except as otherwise herein provided, no person, including government instrumentalities or government-owned or controlled corporations, shall appropriate water without a water right, which shall be evidenced by a document known as a water permit."*

- **Others:**

- iv. **Free Prior and Informed Consent (FPIC) from the National Commission on Indigenous Peoples (NCIP), for construction;**

*As per the Republic Act No. 8371 "An Act to Recognize, Protect and Promote the Rights of Indigenous Cultural Communities/Indigenous Peoples, Creating a National Commission on Indigenous Peoples, Establishing Implementing Mechanisms, Appropriating Funds Therefor, and for Other Purposes," securing the NCIP Clearance/Certificate is required in order to attest that the project area does not overlap with any ancestral domain area of any Indigenous Cultural Communities (ICC) and Indigenous Peoples (IP). Or if the project is found to be within an ancestral domain area, the required Free & Prior Informed Consent (FPIC) must be properly obtained from the ICC/IP community concerned in accordance with specific guidelines; **or***

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## V. PROCESS FLOW

### A. Budget Preparation

The total estimated cost of the Pre-Construction Activities for an Irrigation Project shall be prepared in accordance with the provisions of Memorandum Circular No. 155 series of 2023, or the latest guidelines in the preparation of Program of Works, Approved Budget for the Contract, estimated project cost, and derivation of unit cost of irrigation projects. The proposed Pre-Construction Activities shall be limited to the minimum requirements necessary to achieve the project targets and expected benefits, as per the Approved Feasibility Study Report.

During the Agency's Annual Budget Preparation, the Implementing Office may propose the estimated fiscal year budgetary requirements of the projects that meet the requirements set forth in Section IV of these guidelines. The Implementing Offices must ensure that the proposed Pre-Construction Activities are implementation-ready and can be completed within the fiscal year.

### B. Submission of POW and Release of ASA

#### a. Annual Program of Works for the Pre-Construction Activities

The Regional Irrigation Office (RIO), Irrigation Management Office (IMO), or Project Management Office (PMO) shall submit the Annual Program of Works (POW) for the Pre-Construction Activities to the Deputy Administrator for Engineering and Operations, through the Engineering Department, for approval by the delegated authority prior to its implementation. The Construction Management Division (CMD) shall review and evaluate the POW, and facilitate the release of funds upon availability.

## V. PROCESS FLOW

### A. Budget Preparation

The total estimated cost of the Pre-Construction Activities for an Irrigation Project shall be prepared by the concerned Irrigation Management Office (IMO) or Project Management Office (PMO) in accordance with the provisions of Memorandum Circular No. 155 series of 2023, or the latest guidelines in the preparation of Program of Works, Approved Budget for the Contract, estimated project cost, and derivation of unit cost of irrigation projects. The proposed Pre-Construction Activities shall be limited to the minimum requirements necessary to achieve the project targets and expected benefits, as per the Approved Feasibility Study Report.

During the Agency's Annual Budget Preparation, the concerned Regional Irrigation Office (RIO) may propose the estimated fiscal year budgetary requirements of the projects that meet the requirements set forth in Section IV of these guidelines. The Implementing Offices must ensure that the proposed Pre-Construction Activities are implementation-ready and can be completed within the fiscal year.

### B. Submission of POW and Release of ASA

#### a. Annual Program of Works for the Pre-Construction Activities

The Irrigation Management Office (IMO) or Project Management Office (PMO) shall prepare the Annual Program of Works (POW) for Pre-Construction Activities and submit the same for approval through the appropriate approval hierarchy based on the project amount, in accordance with the provisions of the latest Manual of Delegated Authorities.

The POW may be approved at the IMO/PMO level, Regional Irrigation Office (RIO) level, or Central Office level, depending on the delegated authority corresponding to the project amount indicated therein.

For POWs requiring Central Office approval, the RIO shall submit the POW to the Office of the Deputy Administrator for Engineering and Operations. The Construction Management Division (CMD) shall review and evaluate the same and endorse it for approval by the duly delegated authority once found in order.

Upon receipt of the approved POW, the CMD shall process the request for the release of funds, subject to availability and prioritization.

### **b. Overall Program of Works for the Project**

The Overall POW of the Irrigation Project, incorporating both Pre-Construction and Major Component phases, shall be submitted by the RIO, IMO, or PMO and approved by the delegated authority prior to the implementation of the Major Components.

To ensure proper alignment with the project implementation timeline, the Pre-Construction Activities shall be reflected as **Year 0** in the Overall POW.

As stipulated in Section IV.B., only the implementation period for the Construction Phase of the Major Components shall be reflected on the Public Investment Program (PIP), Three-year Rolling Infrastructure program (TRIP), project profiles, and related project reports. The implementation period for Pre-Construction Activities shall be reported separately.

### **C. Implementation**

Pre-Construction activities for the Irrigation Project shall be implemented by the Regional Irrigation Office (RIO), irrigation Management Office (IMO), or Project Management Office (PMO) in parallel with the conduct of the Detailed Engineering Design for the Major Components.

The funding and implementation of the Major Components of Irrigation Line Projects will commence upon the completion of the Detailed Engineering Design, provided that all requirements for the construction of the major civil works are already met to ensure smooth and efficient implementation of the project.

Furthermore, in cases where a Project Management Office (PMO) is necessary to implement the project, its creation must be facilitated by the concerned Regional office prior to the commencement of the Major Components.

### **b. Overall Program of Works for the Project**

The Overall POW of the Irrigation Project, incorporating both Pre-Construction and Major Component phases, shall be submitted by the RIO or PMO to the Central Office for the review of the CMD and approval by the delegated authority prior to the implementation of the Major Components.

To ensure proper alignment with the project implementation timeline, the Pre-Construction Activities shall be reflected as **Year 0** in the Overall POW to reflect activities conducted prior to Major Component implementation, with Year 1 commencing upon the start of the Major Component phase.

As stipulated in Section IV.B., the Implementation Period reflected in the Public Investment Program (PIP), Three-Year Rolling Infrastructure Program (TRIP), project profiles, and related project reports shall pertain exclusively to the Construction Phase of the Major Components, excluding Pre-Construction and other preparatory activities.

### **C. Implementation and Monitoring**

Pre-construction activities for the Irrigation Project shall be implemented by the Regional Irrigation Office (RIO), Irrigation Management Office (IMO), or Project Management Office (PMO) in parallel with the conduct of the Detailed Engineering Design for the Major Components.

The implementation of Pre-Construction Activities shall be subject to monitoring and evaluation by the Construction Management Division (CMD). The Monthly Progress Report shall be submitted by the RIO to the CMD every 25th of the month, pursuant to Memorandum Circular No. 126 series of 2021.

The funding and implementation of the Major Components of Irrigation Line Projects shall commence upon completion of the Detailed Engineering Design, provided that all requirements for the construction of the major civil works are already met to ensure smooth and efficient implementation of the project.

Furthermore, in cases where a PMO is necessary to implement the project, its creation must be facilitated by the concerned Regional Office prior to the commencement of the Major Components.