



MEMORANDUM CIRCULAR No. **108**  
Series of 2025

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

**SUBJECT :** INSTITUTIONALIZATION OF THE AGENCY'S PERMANENT DISASTER RESPONSE AND RESOURCE MOBILIZATION PROGRAM, "BayaNIA para sa Bayan"

**I. AUTHORITY AND SCOPE**

This Circular institutionalizes the Agency's unified and standing disaster response protocol, to be known as the "**BayaNIA para sa Bayan Program.**" This shall be immediately activated following the declaration of any calamity, force majeure, and/or fortuitous event affecting NIA personnel, Irrigators' Association beneficiaries, or communities requiring immediate humanitarian assistance, ensuring a swift and consistent organizational reaction to crises.

**II. CAMPAIGN ADMINISTRATION AND RESPONSIBILITIES**

The BayaNIA para sa Bayan drive shall be spearheaded by the General Services Division Manager, who serves as the Central Office's Safety Officer of the Emergency Preparedness and Response Team (EPRT). This role shall be assisted by the Central Office NIA Employees Association for Solidarity and Progress (NIAEASP). This body shall be collectively responsible for:

1. Conducting rapid needs assessments in affected areas;
2. Overseeing the transparent procurement and release of monetary funds; and
3. Coordinating the sorting, inventory, and transport logistics of all collected in-kind donations.

**III. BENEFICIARIES**

Resources mobilized under this program are dedicated to supporting those most vulnerable and severely affected by any covered event. The beneficiaries shall include, but are not limited to, our fellow NIAns, Irrigators' Association (IA) beneficiaries, and other families or community members who are hardest hit.

**IV. DONATION AND ACCOUNTABILITY PROCEDURES**

To streamline collection and ensure full accountability, the following procedures shall be observed:

1. A dedicated collection box shall be set up at the Central Office Lobby and designated Field Office lobbies within one (1) day following the declaration of calamity. In-kind donations such as non-perishable food, clean water, blankets, and hygiene kits are highly encouraged.



The donation of used or old clothing is strongly discouraged. Relief efforts prioritize items that are ready for immediate use and do not require cleaning, sorting, or repair.

2. An official Acknowledgement Receipt shall be issued by the Central Office EPRT for all monetary and in-kind donations received, ensuring complete transparency and recognition of generosity.
3. The transportation of voluminous in-kind donations, such as sacks of rice from Field Office donors, shall be coordinated with the Central Office EPRT before transport. This ensures that aid is strategically and equitably divided across all affected provinces.

#### **V. DEPLOYMENT, UTILIZATION, AND REPORTING**

1. All monetary contributions shall be used strictly and exclusively for the purchase of essential goods and logistics required for the timely transport and distribution of aid to defined beneficiaries.
2. Regional and Project Managers shall designate a local liaison to coordinate with the Central Office EPRT regarding local needs assessments and the final distribution of aid within their respective jurisdictions.
3. The Central Office EPRT shall issue a financial and utilization report within forty-five (45) days following the conclusion of the immediate disaster response phase, detailing the total resources collected and the manner of disbursement.

For strict compliance.

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

Date: 28 NOV 2025