



MEMORANDUM CIRCULAR No. 49
Series of 2026

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

SUBJECT : CENTRALIZED RECOGNITION, SET-UP, AND PAYMENT OF NWRB'S ANNUAL WATER PERMIT CHARGES

In line with the validation, recognition, and proper recording of outstanding obligations, as well as for adequate budget allocation and formulation of an appropriate payment scheme for accumulated unpaid liabilities of Water Permit Fees, including annual water charges, penalties, and other related charges, will be centrally recorded and settled by the Central Office. This measure is intended to promote consistency in financial reporting and ensure more efficient monitoring of water permit obligations with the NWRB.

Effective immediately:

1. Regional Offices shall forward promptly to the Central Office all Statements of Account (SOAs), billing notices, water permits, and other supporting documents related to water permit fees within their respective areas;
2. Regional Offices shall not book, obligate, or directly pay any water permit fees, including annual water charges, penalties, surcharges, and other related charges/fees;
3. ROs/IMOs shall prepare a Journal Entry Voucher (JEV) transferring the "Due to NWRB" account to the Central Office, if there is any; and
4. All obligations and payments shall be handled and processed by the NIA Central Office.

For your guidance and appropriate action.

ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

Date: 19 MAY 2026

