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OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE

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BAGONG PILIPINAS

**MEMORANDUM CIRCULAR No. 90**
*Series of 2026*

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

**SUBJECT** : **CREATION OF THE INSTITUTIONAL DEVELOPMENT PROGRAM – CAPABILITY BUILDING MANAGEMENT TEAM (IDP-CBMT)**

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1. RATIONALE

1The National Irrigation Administration (NIA) and the Japan International Cooperation Agency (JICA) jointly implemented the Irrigators Association Strengthening Support Project, also known as Technical Cooperation Project 2 (TCP2), from October 2007 to September 2011. The project was undertaken through a technical cooperation agreement signed on July 25, 2007.

The primary objective of TCP2 was to strengthen the capacity of Irrigators Associations (IAs) to undertake sustainable operation and maintenance (O&M) activities in close partnership with NIA. To achieve this objective, the project focused on three major components:

- Minor rehabilitation of irrigation facilities
- Water-saving technology
- Capability-Building Programs (CBPs)

The Capability-Building Programs (CBPs) component was specifically designed to enhance the knowledge, skills, and attitudes (KSA) of both NIA personnel and IA officers and members. NIA staff were trained to effectively perform their roles as trainers, supervisors, monitors, and providers of technical assistance to IAs. Meanwhile, IA officers and members were equipped with competencies that would enable them to apply the acquired knowledge in their respective responsibilities and share these learnings with other association members.

To support these goals, twenty (20) CBPs were developed and implemented under the project. These were categorized into three groups:

I. Institutional Development Processes
1. Membership Orientation
2. NIA-IA Partnership in the O&M of the Irrigation System
3. TSAG Consultation Conference
4. IA Consultation Conference
5. Working Committees Workshop
6. Ratification of AOI and IA Policies
7. IA Performance Evaluation

II. Technical Skills Training
8. IA Strategic Planning and Policy Formulation

9. Basic Skills in Effective Management of IAs
10. Financial Management Capability for IAs
11. IA Capability Enhancement Training in Managing the Irrigation System
12. IA Transformation towards Sustainable Irrigation
13. Values Enhancement for IA Leaders and Members
14. Technology Enhancement Program/Study Tour

III. Technical Orientation for NIA O&M staff
15. Strategic Participatory Planning Workshop
16. Irrigation Community Organization and Development Training
17. Supervisory Training for IDP Implementers
18. Facilitators Training on IA Strategic Planning and Policy Formulation
19. Personal Skills Development Training
20. Water Flow Monitoring Method (Module 1 and 2)

These CBPs are currently implemented and are being regularly reviewed, updated, and scaled up to respond to the changing needs of farming communities, especially Irrigators' Associations, while ensuring adherence to newly enacted laws, policies, and strategic directions of the Agency and the nation.

In order to ensure sustained capability development of both NIA Staff and IA Officers and Members, there is a need to establish a formal coordinating body that will oversee all institutional development and capability building initiatives. This Memorandum Circular hereby creates the Institutional Development Program – Capability Building Management Team (IDP-CBMT) to ensure a systematic, integrated, and results-based approach to learning and development.

2. COVERAGE

This Circular shall apply to all offices, units, and personnel involved in IA organizational development, training, and related programs within the Institutional Development, and Operations and Maintenance Sectors.

3. CREATION OF THE IDP-CBMT

3.1 This Circular hereby creates the Institutional Development Program – Capability Building Management Team (IDP-CBMT), at the levels of NIA Central Office, and Regional Offices.

3.2 The IDP-CBMT shall serve as the central coordinating and oversight body for all capability building and institutional development initiatives.

3.3 The IDP-CBMT shall be monitored by the Head of the NIA Institutional Development Division (IDD), or the Head of the IA Organization and Capability Building Section (IAOCBS).

4. COMPOSITION OF THE IDP-CBMT

The IDP-CBMT shall be composed of personnel holding permanent or casual positions:
4.1 IDD Central Office
a. Team Leader – Head, IDD
b. Co-Team Leader – Head, IAOCBS
c. Members:
- Two (2) Community Development Officer III, IAOCBS
- Two (2) Community Development Officer II, IAOCBS

d. Secretariat

- Two (2) designated staff, IAOCBS

4.2 Regional Offices - Regions 1 - 13, Cordillera Administrative Region (CAR), Upper Pampanga River Integrated Irrigation System (UPRIIS), and Magat River Integrated Irrigation System (MARIIS)

a. Team Leader – Head, Institutional Development Section

b. Co-Team Leader - Next-In-Rank - Supervising Irrigators' Development Officer /Senior Irrigators' Development Officer, or as may be designated by the IDS Head

c. Institutional Development Unit (IDU) Heads, Irrigation Management Offices (IMOs)

e. Secretariat

- Two (2) Designated IDS Staff

5. GENERAL FUNCTIONS

The IDP-CBMT shall be responsible for the overall planning, implementation, coordination, monitoring, and evaluation of CBPs. It shall ensure that the same are effectively and efficiently implemented.

6. SPECIFIC FUNCTIONS AND RESPONSIBILITIES

6.1 Planning and Program Development

The Team Leaders and Co-Team Leaders of the IDP-CBMT at Central and Regional level shall:

6.1.1 FormulateTraining Needs Assessment (TNA) specific to individual CBP;

6.1.2 Identify competency gaps and institutional development priorities;

6.1.3 Formulate the Annual Institutional Development and Capability Building Plan;

6.1.4 Recommend appropriate learning interventions and modalities;

6.1.5 Formulate Training Impact Assessment specific to individual CBP, or as a CBP requires.

6.2 Program Implementation

The IDP-CBMT at the Central and Regional level shall:

6.2.1 Ensure coordination in the implementation of CBPs between the Central Office and Regional Offices.;

6.2.2 Manage scheduling, logistics, and resource persons;

6.2.3 Conduct or undergo Training of Trainers for the specific CBPs;

6.2.4 Facilitate/Conduct the CBPs in Regional, IMO levels if needed, and upon request;

6.2.5 Ensure availability of facilitators/resource persons whenever facilitation of the CBPs is Requested/demanded;

6.2.5 Oversee the consistency and reliability of CBP delivery.

6.3 Monitoring and Evaluation

The IDP-CBMT shall:

6.3.1 Develop monitoring and evaluation tools and systems;

6.3.2 Conduct pre-training and post-training assessments;

6.3.3 Evaluate effectiveness and impact of training programs;

6.3.4 Prepare evaluation reports and recommendations for improvement;

6.3.5 Monitor implementation of institutional development plans.

6.4 Documentation and Knowledge Management

The IDP-CBMT at shall:

6.4.1 Maintain a centralized database of training and development activities at both levels;

6.4.2 Ensure proper documentation of attendance, outputs, and certificates;

6.4.3 Prepare periodic accomplishment reports;

6.4.4 Promote knowledge sharing and institutional learning;
6.4.5 Safeguard records for reference purposes.

6.5 Quality Assurance and Continuous Improvement
The IDP-CBMT shall:
6.5.1 Review/update and enhance/upscale the CBPs and capability building policies and procedures;
6.5.2 Benchmark best practices in institutional development;
6.5.3 Recommend innovative learning strategies (e.g., blended learning, coaching, mentoring);
6.5.4 Ensure continuous improvement of training programs;
6.5.5 Support organizational development and change initiatives.

7. ROLES AND ACCOUNTABILITIES

7.1 The Team Leader shall provide overall leadership and direction.
7.2 The Co-Team Leader shall assist in policy implementation and coordination.
7.3 Members shall actively participate in planning, implementation, and evaluation.
7.4 The Secretariat shall provide administrative, documentation, and coordination

8. FUNDING AND RESOURCE SUPPORT

8.1 Funding requirements for the implementation of this Memorandum Circular, including the conduct of training, capability-building activities, monitoring, evaluation, and other related activities, shall be charged against the Irrigation Management Transfer Support Services (IMTSS) Funds, subject to the availability of funds and existing budgeting, accounting, auditing, and other applicable rules and regulations
8.2 The functions and responsibilities enumerated in Item No. 6 are within the regular and continuing duties and functions of the designated personnel in their capacity as IDP implementers and shall be performed as part of their regular official functions.

9. IMPLEMENTATION

9.1 The IDP-CBMT shall commence its functions upon the effectivity of this Memorandum Circular and shall continuously perform its mandated functions as an integral part of the regular duties and responsibilities of the designated personnel.

9.2 The initial organization, orientation, establishment of coordination mechanisms, inventory of existing CBPs, and establishment of monitoring and documentation systems shall be undertaken within thirty (30) calendar days from the effectivity of this Circular.

9.3 The planning, development, implementation, monitoring, evaluation, documentation, quality assurance, and continuous improvement of CBPs shall thereafter be undertaken regularly and continuously, in accordance with the approved Annual Institutional Development and Capability Building Plan/Program of Work (POW), and the operational requirements of the Agency.

9.4 The Central Office IDP-CBMT shall provide continuing technical guidance, coordination, standards, tools, and support to the Regional IDP-CBMTs to ensure consistency and quality in the implementation of CBPs.

9.5 The Regional IDP-CBMTs shall continuously coordinate with the concerned IMOs and other offices in the implementation, monitoring, and evaluation of CBPs within their respective areas of responsibility.

9.6 The IDP-CBMT shall regularly review and update the CBPs based on training needs, evaluation results, emerging requirements of Irrigators' Associations, changes in laws and policies, and the strategic directions of the Agency.

9.7 Accomplishments, issues, best practices, and recommendations shall be documented and reported periodically in accordance with existing NIA reporting requirements.

10. IMPLEMENTATION TIMELINE

| Activity | Timeline/Frequency | Responsible |
|---|---|---|
| 1. Organization and confirmation of IDP-CBMT membership | Within 30 days from effectivity and whenever there are changes in designation | Central and Regional IDP-CBMT |
| 2. Orientation of IDP-CBMT members | Upon organization and as necessary | Central/Regional IDP-CBMT |
| 3. Inventory and updating of CBPs, modules, and resource persons | Initial inventory and continuous updating | Central and Regional IDP-CBMT |
| 4. Training Needs Assessment | Annually and as necessary | Central and Regional IDP-CBMT |
| 5. Planning and programming of CBPs | Annually and as necessary | Central and Regional IDP-CBMT |
| 6. Review and enhancement of CBPs | Annually and whenever necessary | Central and Regional IDP-CBMT |
| 7. Training of Trainers/Facilitators | As necessary, based on CBP requirements | Central and Regional IDP-CBMT |
| 8. Conduct of CBPs | As scheduled in the approved plan/POW, and as needs arise | Central/Regional IDP-CBMT |
| 9. Monitoring and evaluation | During and after every CBP; consolidated periodically | Central and Regional IDP-CBMT |
| 10. Training Impact Assessment | At appropriate intervals after implementation of the CBP | Central and Regional IDP-CBMT |
| 11. Documentation and database updating | Continuous | Secretariat/Central and Regional IDP-CBMT |
| 12. Accomplishment reporting | Periodically and annually | Central and Regional IDP-CBMT |
| 13. Review of implementation and recommendations | Annually and as necessary | Central and Regional IDP-CBMT |

**11. EFFECTIVITY**

This Memorandum Circular shall take effect immediately upon issuance and shall remain in full force and effect unless otherwise amended, superseded, or revoked.

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

Date 05 OCT 2026