



## **MEMORANDUM ORDER NO. 2015-13**

### **CREATION OF NIA REGIONAL IRRIGATION OFFICE IV-B**

**WHEREAS**, the National Irrigation Administration (NIA) is primarily responsible for irrigation development and management.

**WHEREAS**, Executive Order (E.O.) No. 718 dated 8 April 2008 authorized the phased implementation of the NIA Rationalization Plan;

**WHEREAS**, the Department of Budget and Management (DBM) approved the NIA staffing pattern consisting of 4,926 positions for the first year of implementation which shall be reduced to 3,819 over the succeeding four-year period which includes all positions in the Central Office, thirteen (13) Regional Irrigation Offices (RIOs), two (2) Integrated Irrigation System Offices and forty-two (42) Irrigation Management Offices (IMOs);

**WHEREAS**, in the approved Organizational Structure and Staffing Pattern (OSSP), Regional Irrigation Office IV is tasked to administer to irrigation requirements of the inland provinces of Cavite, Laguna, Batangas, Rizal, Quezon (CALABARZON), and island provinces of Mindoro Oriental, Mindoro Occidental, Marinduque, Romblon and Palawan (MIMAROPA);

**WHEREAS**, the DBM-approved OSSP for RIO IV, consists of the Office of the Regional Manager, two (2) divisions and four (4) sections, with forty-seven (47) regular positions, overseeing six (6) IMOs is not sufficient to meet the requirements of irrigation development and management of the ten (10) provinces;

**WHEREAS**, there is an urgent need to establish a separate regional irrigation office to administer to the provinces of Mindoro Oriental, Mindoro Occidental, Marinduque, Romblon and Palawan separate from the existing Regional Irrigation Office due to geographic and logistical constraints;

**WHEREAS**, the NIA has requested for the approval of the creation of forty (40) plantilla positions for NIA IV-B;

**WHEREAS**, the Governance Commission for GOCCs (GCG) pursuant to Republic Act (R.A.) No. 10149 is mandated to "evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized";

**WHEREAS**, the Commission has determined that it is in the best interest of the State and the public to approve the creation of the NIA Regional Irrigation Office IV-B in the latter's pursuit of its vital programs and objectives;

**WHEREAS**, the creation of NIA RIO IV-B is expected to complement the demand on irrigation assistance as well as facilitate efficient administration and close monitoring of irrigation programs and projects in MIMAROPA;

**NOW**, Be it –

**RESOLVED**, that in view of the exigency of the service, the creation of the NIA Regional Irrigation Office IV-B, with forty (40) plantilla positions, is hereby **APPROVED**, as reflected in the documents below which form an integral part of this Memorandum Order, to wit:

1. Annex A – Organizational Structure;
2. Annex B – Staffing Pattern; and
3. Annex C – Functional Statements.


**RESOLVED FURTHER**, that the approval of the creation of NIA Regional Irrigation Office IV-B is **SUBJECT TO THE FOLLOWING**:

1. In case the forty (40) plantilla positions are excluded in the staffing pattern under the GCG-approved NIA Reorganization Plan (RP), appointees to said positions shall exercise the options available under existing laws;
2. Supplemental funds for the purpose shall be taken fully from the corporate funds of NIA, as approved by its Board of Directors, and no budgetary support will be provided by the National Government for personal services; and
3. The pertinent civil service, budgetary, accounting, auditing and other applicable laws, rules and regulations shall be complied with.


**DONE**, in the City of Makati, this 11<sup>th</sup> day of November 2015.

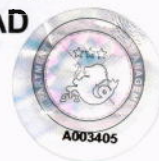
  
**CESAR L. VILLANUEVA**  
*Chairman*

  
**MA. ANGELA E. IGNACIO**  
*Commissioner*

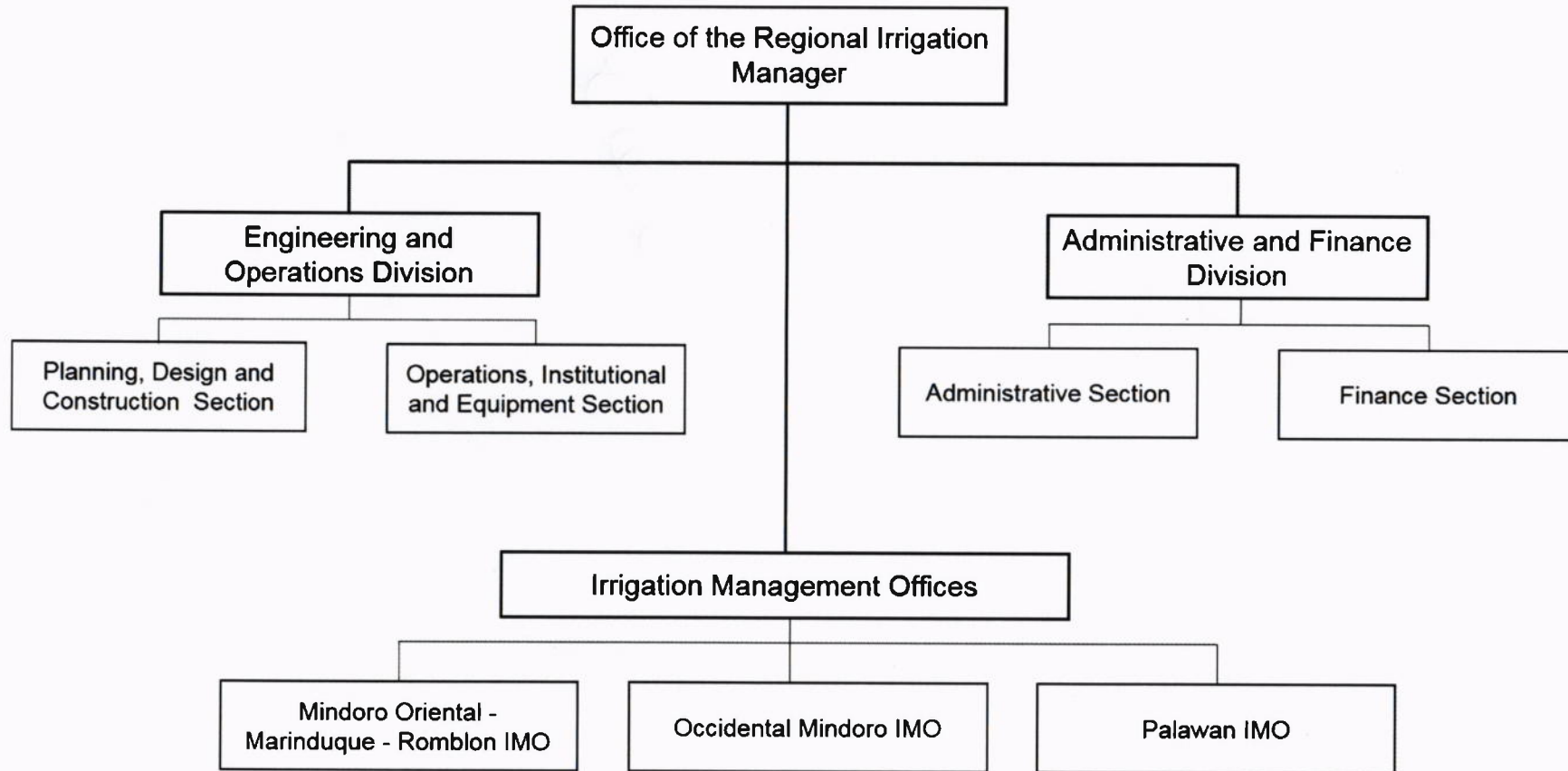
  
**RAINIER B. BUTALID**  
*Commissioner*

  
**CESAR V. PURISIMA**  
*DOF Secretary*  
**029078**

  
**FLORENCIO B. ABAD**  
*DBM Secretary*



# NIA Regional Irrigation Office (RIO) IV-B Organizational Structure



Approved by:

CESAR L. VILLANUEVA  
Chairman

**NIA Regional Irrigation Office (RIO) IV-B  
Staffing Pattern**

<b>No. of Positions</b>	<b>Unit / Position Title</b>	<b>Salary Grade</b>	<b>Monthly Rate</b>
<b>Office of the Regional Manager</b>			
1	Regional Manager A	26	58,028
1	Senior Computer Programmer	16	26,878
1	Public Relations Officer	15	24,887
1	Senior Data Encoder	9	16,051
1	Driver Mechanic B	7	13,890
<b>Engineering and Operations Division</b>			
1	Division Manager	24	49,750
1	Data Encoder	7	13,890
<b>Planning, Design and Construction Section</b>			
1	Principal Engineer C	20	36,567
1	Supervising Engineer A	18	31,351
1	Senior Engineer A	16	26,878
1	Engineer A	14	23,044
1	Hydrologist	14	23,044
1	Senior Draftsman	11	18,549
1	Engineering Assistant A	10	17,255
<b>Operations, Institutional and Equipment Section</b>			
1	Principal Engineer C	20	36,567
1	Supervising Engineer A	18	31,351
1	Senior Engineer A	16	26,878
1	Engineer A	14	23,044
1	Supervising Irrigators Development Officer	17	29,028
1	Senior Irrigators Development Officer	15	24,887
1	Irrigators Development Officer A	12	19,940
1	Supervising Engineer A (ME)	18	31,351
1	Senior Automotive Mechanic	10	17,255
1	Automotive Mechanic A	9	16,051
1	Driver Mechanic B	7	13,890
<b>Finance and Administrative Division</b>			
1	Division Manager	24	49,750
1	Data Encoder	7	13,890
<b>Finance Section</b>			
1	Chief Corporate Accountant B	20	36,567
1	Financial Planning Specialist B	18	31,351
1	Cashier A	16	26,878
1	Senior Financial Planning Analyst	15	24,887
1	Corporate Accounts Analyst	13	21,436
1	Senior Accounting Processor A	12	19,940
1	Senior Accounting Processor B	10	17,255
<b>Administrative Section</b>			
1	Administrative Services Officer V	20	36,567
1	Senior Industrial Relations Manager / Development Officer A	18	31,351
1	Senior Supply Officer	16	26,878
1	Storekeeper B	9	16,051
1	Data Encoder	7	13,890
1	Utility Worker A	3	10,401
<b>40</b>	<b>TOTAL</b>		<b>1,027,396</b>

**NIA Regional Irrigation Office (RIO) IV-B  
Functional Statements**

**OFFICE OF THE REGIONAL IRRIGATION MANAGER**

Implement the irrigation plans and programs for the region.

Formulate short and long-range plans and programs for the development of feasible irrigation and related water resource projects, construction/rehabilitation of irrigation projects, operation and maintenance of irrigation systems, and utilization and repair of equipment in the regions.

Prepare/update plans, designs and specification of irrigation projects approved for construction.

Monitor and evaluate the operation of Irrigation Management Offices (IMOs) on the construction, rehabilitation of irrigation projects/systems, and operation and maintenance of irrigation systems.

Monitor the construction/rehabilitation of irrigation projects/systems within the region in coordination with the Project Managers and Provincial Irrigation Managers.

Establish linkages with various stakeholders such as farmer-beneficiaries, LGUs, NGOs, NGAs, among others, of the region through a comprehensive communication program and information dissemination using various media.

Establish monitoring and control systems and perform management audit and evaluation of internal control systems.

Develop and maintain computerized regional information systems/databases in coordination with the Central Office.

Provide administrative and financial services, relative to personnel and general services, procurement and property, budget, accounting control, custody of collections, payment of obligations and other related activities.

Monitor and evaluate various periodic reports.

**ENGINEERING AND OPERATION DIVISION**

Assist the Office of the Regional Irrigation Manager in the formulation of short and long-range plans and programs for the development of feasible irrigation and related water resources projects, construction/rehabilitation of irrigation projects, operation and maintenance of irrigation systems, and utilization and repair of equipment in the region.

Review technical, socio-economic, environmental and other necessary data; prepare/update plans, designs and specifications of irrigation projects approved for construction.



Monitor and evaluate the operations of Irrigation Management Offices (IMOs) on the construction, rehabilitation of irrigation projects/systems and operation and maintenance of irrigation systems.

Review plans and programs to close the gap between the irrigated and service areas, and increase crop production.

Monitor the construction/rehabilitation of irrigation projects/systems within the region in coordination with the Project Managers and IMO-Irrigation Managers.

Monitor and evaluate the programs for the organization, training and development, and sustenance of Irrigators Associations.

Provide equipment support for the operation and maintenance of irrigation systems, and project implementation.

Coordinate with the national and local government agencies engaged in food production and community development and improvement.

Prepare and submit periodic reports as required.

### **PLANNING, DESIGN AND CONSTRUCTION SECTION**

Assist the Office of the Regional Irrigation Manager in the formulation of short and long-range plans and programs for the development of feasible irrigation and related water resources projects, construction/rehabilitation of irrigation projects in the region.

Review technical, socio-economic, environmental and other necessary data; prepare/update plans, designs and specifications of irrigation projects approved for construction.

Undertake the gathering of data for feasibility study and detailed engineering field data of proposed irrigation projects; for planning and design purposes, including matters pertaining to water rights application and controversies.

Undertake the final review and evaluation of feasibility study reports.

Facilitate the collection and inventory of field engineering data on water resources development and system improvement projects as references to future proposals for irrigation projects.

Prepare the planning, design and drafting of plans of irrigation facilities and other related technical drawings

Monitor and evaluate the operations of Irrigation Management Offices (IMOs) on the Construction, rehabilitation of irrigation projects/systems.

Inspect ongoing construction of all projects to verify compliance with the approved plans and specification.

Prepare and submit periodic reports as required.



Coordinate with the national and local government agencies engaged in food production and community development and improvement.

### **OPERATION AND MAINTENANCE SECTION**

Undertake the operation and maintenance of irrigation system.

Implement guidelines and instructions on improved water management and distribution in the system to increase production, irrigated areas and cropping intensity in the service area.

Prepare and implement the cropping pattern of the system in consultation with farmers and other agencies.

Implement plans and programs to close the gap between the irrigated and service areas and increase crop production.

Implement strategies in ISF collection and other income of the system.

Prepare and implement the agricultural development program of the system.

Undertake the organization, development and sustenance of farmers-irrigators group.

Develop strategies to increase collection of ISF and other income of the system.

Prepare reports on operation and maintenance, water requirements and deliveries, irrigated/planted/harvested areas, collection and expenses.

Establish tie-up and coordination with National Food Authority and other agencies engaged in food production.

Assist in the repair of irrigation facilities within the system.

Prepare and submit periodic reports as required.

### **ADMINISTRATIVE AND FINANCE DIVISION**

Implement plans and programs pertaining to personnel selection/management and development, procurement and property management, building and facilities maintenance, and records management in accordance with established rules and regulations, criteria and guidelines.

Undertake the procurement, receipt/storage/inventory and disposal of supplies, materials, equipment and spare parts.

Implement criteria and guidelines on merit selection, motivation and utilization, awards and incentives, performance evaluation, position classification and pay plans, employee benefits and welfare program.

Design and conduct training programs for the staff of the agency and farmers-clientele development.

