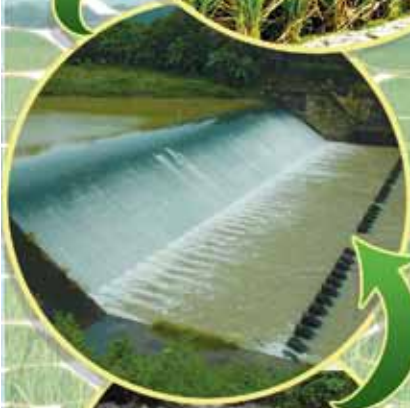


Irrigation Development Milestone

for
National &
Communal
Irrigation
Systems
and Projects



Pages 10 & 11

Be an IA Member

Organizing farmers into IAs is NIA's mandate under RA 3601 as amended by PD 552 and PD 1701 and reiterated by RA 8435 otherwise known as AFMA.

IRRIGATION DEVELOPMENT MILESTONE

NATIONAL IRRIGATION PROJECTS/SYSTEM (NIP/S)

Estimated TIME FRAME	ENGINEERING	Estimated TIME FRAME	INSTITUTIONAL	IRRIGATORS ASSOCIATION	CENTRAL OFFICE
PHASE 1— IDENTIFICATION, INVESTIGATION AND SELECTION PHASE					
1 Month	PROJECT IDENTIFICATION & PRE-ENGINEERING STUDY PROJECT IDENTIFICATION Selection and Evaluation 2. PRE-ENGINEERING STUDY Gathering of climatic data Topographic survey Data Gathering for Project Profile	6 Weeks	1.0 PROFILE WRITING a. Recruitment and Training of Profile Writer b. Preparation of Project Profile	1.0 Provide related institutional and physical data about the project 2.0 Survey guide	Provide assistance in the recruitment and in the conduct of training for profile writers.
6-8 Months	B. FEASIBILITY STUDY AND DETAILED ENGINEERING DESIGN 1. Planning and Design 2. Surveys and Mapping 3. Hydrology 4. Geology 5. Agronomy 6. Irrigation 7. Drainage 8. Economic 9. Watershed Management and Environmental Study			1.0 Provide related information needed in the preparation of feasibility study	
PHASE 2— PRE-CONSTRUCTION PHASE					
	A. PRE-CONSTRUCTION WORKS 1. Row Requisition and Acquisition 2. Pre-Construction Survey 3. Construction of Project Facilities and Access Road to Dam site	2 Weeks	A. Hiring and training of IDOs B. TURNOUT SERVICE AREA (TSA) ORGANIZATION 1.0 Integration 1.1 Acceptance in the community 1.2 Established contact 1.3 Established initial irrigation profile	1.0 Provide IDO needed data to establish initial irrigation profile	Conduct of predeployments and training for IDOs. A. Monitor & Evaluate Regional IDP on TSAG Organization
	B. DETAILED ENGINEERING DESIGN C. ENVIRONMENTAL COMPLIANCE CERTIFICATE D. GEOLOGIC EXPLORATION E. PROCUREMENT	2 Weeks	2.0 Social Investigation (Preliminary SI & Deepening SI) 2.1 Established socio-cultural, economic and political profile 2.2 Validated list of farmers and tenurial status 2.3 Validated list of functional & dysfunctional structures & facilities 2.4 Validated list of O&M data 2.5 List of problems and issues on irrigation-related activities 2.6 List of IPLs according to categories per TSA	2.0 Provide IDO needed data/information re: socio-cultural, economic, and political profile of the irrigation community	Monitor and assess submitted accomplishment report and provide inputs if needed.
PHASE 3— CONSTRUCTION PHASE					
	1. Construction of Diversion Works 2. Construction of Irrigation Facilities a) Canalization b) Canal Structure		3.0 Core Group & Committee Formation 3.1 Form Core group per TSA 3.2 Form Working committees per TSA 3.3 Mobilize farmers to attend meeting with 70% attendance rate. 3.4 Consult with at least 90% of the farmers regarding the project	3.0 Form Core Group and Working Committees for mobilization at the TSAG level	Monitor and assess submitted accomplishment report and provide inputs if needed.
	c) Drainage Canal d) Drainage Structures e) Service Road f) On Farm Facilities		4.0 TSAG Formation 4.1 Mobilize Membership Committee to recruit 90% potential members 4.2 Conduct election of TSAG officers	4.0 Recruit membership through Committee at TSAG level	Monitor and assess submitted accomplishment report and provide inputs if needed.

IRRIGATION DEVELOPMENT MILESTONE

NATIONAL IRRIGATION PROJECTS/SYSTEM (NIP/S)

Estimated TIME FRAME	ENGINEERING	Estimated TIME FRAME	INSTITUTIONAL	IRRIGATORS ASSOCIATION	CENTRAL OFFICE
PHASE 3—CONSTRUCTION PHASE (continuation...)					
	3. Construction of Project Facilities a) IA Office b) Gate Keepers Quarter	3.5 Months	B. IA ORGANIZATION AND REGISTRATION 1.0 TSAG Consolidation 1.1 Ad-Hoc Working Committees formed Membership, By-Laws & Articles of Incorporation (AOI), SEC Registration, Right of Way, Water Permit 1.2 By-Laws & AOI formulated, disseminated & ratified 1.3 TSAG officers formally confirmed 1.4 Firmed up IA membership	1.0 Firm-up sectoral consolidation and formally install TSAG officers	B. Monitor and Evaluate Regional IDP on IA Organization and provide technical assistance on IA registration
		1 Month	2.0 IA Formation 2.1 1st BOT organizational meeting 2.2 IA Officers elected 2.3 IA Standing Committees formed	2.0 IA Formation by: 2.1 Conduct meeting 2.2 Elect IA Officers 2.3 Form Committees	
		2 Weeks	3.0 SEC Registration 3.1 SEC Registration papers submitted to SEC for approval 3.2 IA Registered	3.0 SEC Registration 3.1 Submit duly accomplished papers to SEC	
PHASE 4—OPERATIONS AND MAINTENANCE PHASE					
		1 Month	C. NIA-IA CONTRACTING FORMALIZATION 1.0 NIA-IA O&M Contracting 1.1 NIA-IA consultation/negotiation meetings conducted 1.2 Terms and conditions formulated 1.3 NIA-IA O&M contract signed (IMT Contract)	C. Negotiate with NIA on O&M Contracting (IMT Contracts)	C. Monitor & Evaluate Regional IDP on O&M Contracting and provide related technical assistance
	Trainings are provided once the IAs are organized and when trainings are needed by the IA.	Start to be conducted once the IA is organized	D. IA CAPACITY BUILDING 1.1 Prepare Training Needs Analysis (TNA) 1.2 Prepare and submit Training Proposal 1.3 Conduct IA Training	D. Attend and Participate IA Trainings	Conduct trainings of trainers for field staff D. Provide technical assistance

COMMUNAL IRRIGATION PROJECT/SYSTEM (CIP/S)

Estimated TIME FRAME	ENGINEERING	Estimated TIME FRAME	INSTITUTIONAL	IRRIGATORS ASSOCIATION	CENTRAL OFFICE
PHASE 1—IDENTIFICATION, INVESTIGATION AND SELECTION PHASE					
6 Weeks	A. Project Identification and Pre-Engineering Study PROJECT IDENTIFICATION a) Selection and Evaluation 2. PRE-ENGINEERING STUDY a) Gathering of climatic data b) Topographic survey c) Data Gathering for Project Profile		1.0 PROFILE WRITING a. Recruitment and Training of Profile Writer b. Preparation of Project Profile	1.0 Provide related institutional and physical data about the project 2.0 Survey guide	Provide assistance in the recruitment and in the conduct of training for profile writers.
	B. Feasibility Study and detailed Engineering Design FEASIBILITY STUDY a) Hydrology b) Geology c) Agriculture & Land Resources d) Economic & Financial Analysis e) Envi. Impact Asses. 2. DETAILED ENGINEERING DESIGN Contract Document and Technical Specifications Derivation of Unit Cost Estimates Design Plans and Computations Survey Mapping			1.0 Provide related information needed in the preparation of feasibility study	

Estimated TIME FRAME	ENGINEERING	Estimated TIME FRAME	INSTITUTIONAL	IRRIGATORS ASSOCIATION	CENTRAL OFFICE
PHASE 2—PRE-CONSTRUCTION PHASE					
	A. Pre-construction Activities Right-of-Way Survey Works Dam and Project Facilities Investigation Detailed Design	4 Weeks	A. Hiring and Training of IDOs B. Sector Organization 1.0 Integration 1.1 Acceptance in the community 1.2 Establish contact 1.3 Establish initial irrigation profile	1.0 Provide IDO needed data to establish initial irrigation profile	A. Conduct Pre-Deployment Training for IDOs B. Monitor & Evaluate Regional IDP on Sector Organization
	Present Project Development Prepare Plans and Estimates Undertake Det. Survey Undertake Paddy Mapping Parcelary Survey	2 Weeks	2.0 Social Investigation (Preliminary & Deepening SI) 2.1 Establish socio-cultural, economic and political profile 2.2 Validate/list farmers and their tenurial status 2.3 Validate /list functional & dysfunctional structures (existing) 2.4 List problems and issues on irrigation-related activities 2.5 List IPLs according to categories per sector	2.0 Provide IDO information re: socio-cultural, economic, and political profile of the irrigation community	
	Formation of Working Committee	2 Weeks	3.0 Core Group & Committee Formation 3.1 Form Core group per sector 3.2 Form Working committees per sector 3.3 Mobilize farmers to attend meeting with 70% attendance rate 3.4 Consult with at least 90% of the farmers regarding the project	3.0 Form Core Group and Working Committees for mobilization at the sector level	
	Mobilize farmers Conduct planning & Formal Reflection Sessions	2 Weeks	4.0 Sector Formation 4.1 Mobilize Membership Committee to recruit 90% of potential members 4.2 Conduct election of Sector officers	4.0 Recruit membership through Membership Committee at the sector level	
	Disseminate and ratify By-Laws (By-Laws Committee)	2 Weeks	C. IA Organization & Registration 1.0 Sector Consolidation 1.1 Ad-Hoc Working Committees formed Membership , By-Laws & Articles of Incorporation (AOI), SEC Registration, Right of Way, Water Permit 1.2 By-Laws & AOI formulated, disseminated & ratified 1.3 Sector officers formally confirmed 1.4 Firmed up IA membership	1.0 Firm-up sectoral consolidation and formally install sector officers	C. Monitor and Evaluate Regional IDP on IA Organization and provide technical assistance or IA registration
	Conduct Regional and Provincial Orientation Integrates with community and IA	2 Weeks	2.0 IA Formation by facilitating the: 2.1 1st BOT organizational meeting 2.2 Election of IA Officers 2.3 Formation of IA Standing Committees	2.0 Formation: 2.1 Conduct 1st BOT meeting 2.2 Elect IA Officers 2.3 Form IA Standing Committees	
	Preparation of necessary papers and registration of IA with SEC (IA Registration Committee)	1 Week	3.0 SEC Registration 3.1 Mobilize By-Laws Committee to accomplish SEC Registration papers and submitted to SEC for approval	3.0 Submit the duly accomplished Registration papers to SEC	Assist in the SEC registration
	Prepare and Submit Water Application (Water Permit Committee)	1 Week	4.0 Water Permit Application 4.1 Mobilize Water Permit Committee to Submit WP Application to NWRB	4.0 Submit Water Permit Application to NWRB for approval	Assist in the appraisal of NWRB
	Prepare POW Present POW to IA Submit POW for approval Completion of Legal Requirements	6 Weeks	D. NIA-IA Contract Formalization/MOA Signing 1.0 1st Pre-Construction Conference 1.1 Formed Working Comm. for Construction 1.2 Presented POW, design and Equity Generation Program 1.3 Formulated NIA-IA Policies and Systems for Construction 1.4 Presented and discussed MOA	1.0 Attend the 1st Pre-Construction Conference	D. Monitor & Evaluate Regional IDP on Contract and MOA signing
	Right of Way Negotiation (Row Committee)	2 Days	2.0 Final Pre-Construction Conference 2.1 Approved POW & Design 2.2 Finalized EGP 2.3 Signing of Policies & Systems for Construction 2.4 Schedule of Construction 2.5 Finalized MOA	2.0 Attend the Final Pre-Construction Conference	Monitor and assess
	Mobilize Construction Working Committee	1 Week	3.0 Construction Requirements 3.1 Prepared and submitted checklist of requirements prior to construction 3.2 Readiness of IA for construction	3.0 SEC Registration 3.1 Submit the accomplished Registration papers to SEC	Monitor and evaluate IDP activities
	Dissemination and Signing of MOA -Conduct Construction Reconciliation Workshop	1 Week	4.0 MOA Signing 4.1 Final discussion & signing of MOA	Attend and participate in the discussion and signing of MOA.	
	Prepare and submit certification for project construction-Evaluate IA viability	Once the IA is organized	E. IA Capacity Building 1.1 Prepare Training Needs Analysis (TNA) 1.2 Prepare and submit Training Proposal 1.3 Conduct IA Training	1.0 Attend and participate in IA trainings.	1.1 Provide technical assistance in the conduct of trainings

IRRIGATION DEVELOPMENT MILESTONE

COMMUNAL IRRIGATION PROJECT/SYSTEM (CIP/S)

Estimated TIME FRAME	ENGINEERING	Estimated TIME FRAME	INSTITUTIONAL	IRRIGATORS ASSOCIATION	CENTRAL OFFICE
PHASE 3—CONSTRUCTION PHASE					
	Procurement and Delivery of Construction Materials -QQCC inspect -Received and record delivered materials	Depending on duration of the project	1.0 Mobilization of Committees 1.1 Equity generated 1.2 Regular conduct of cost and equity reconciliation 1.3 Committees participated in the bidding and canvass of const. materials 1.4 Proper recording, procurement, delivery of construction materials 1.5 Supervision/monitoring of cost and QQCC on the project construction 1.6 Provide manpower needed based on the manpower inventory of the committees	1.0 Monitor Construction activities	Monitor activities
	Moving in of manpower and equipment -IA checks condition of equipment -Construct bodega and bunk house -IA provides manpower and locally available materials	1 Week	2.0 Pre-O&M conference 2.1 NIA & IA jointly conducted inventory of completed irrigation facilities 2.2 Formed/re-activated O&M committees 2.3 Appointed O & M personnel 2.4 Formulated & firmed-up O&M policies	Participate in the inventory of irrigation facilities.	
	Construction of other major structures -Construction of diversion works -Construction of canal structures	2 Months	3.0 Test Run 3.1 Verified functionality of completed facilities 3.2 Identified defective facilities/structures, set schedule of repair , if any	Participate in the conduct of test run.	
	Prepare FFCC -Review physical and financial reconciliation -Approves repayment scheme	2 Weeks	4.0 Final Cost Reconciliation 4.1 Accepted/reconciled cost and equity generated 4.2 Formulated Repayment Scheme	Attend Final Cost Reconciliation and accept/sign Repayment Scheme.	
	-Turn over of system	2 Weeks	5.0 Project Turn-over 5.1 Presented/discussed Repayment Scheme 5.2 Project and Financial Turn-over accepted by the IA 5.3 Turn-over Documents signed	Accept and sign Financial Turn-Over Documents.	
PHASE 4—OPERATIONS AND MAINTENANCE PHASE					
	Assessment, Evaluation and planning of Operations and Maintenance activities -Formulation/Implementation/Updating the calendar of Farming activities	3 Weeks	1.0 IA Trainings 1.1 Conducted FMS, SMT, BLDC 1.2 Continuous Education & Training	1.0 Attend IA Trainings	1.1 Conduct training of Trainers for regional staff and field staff. 1.2 Monitors and evaluates Regional IDP re: trainings, amortization collection, and O&M plans and policies
	Water distribution and system maintenance	5 Weeks	2.0 Project Completion Report 2.1 Prepared & submitted PCR	2.0 Prepare and implement O&M Plans	
	Continuous education and training from management	2 Weeks	3.0 Operation & Maintenance Plans 3.1 Firmed-up O&M plans and M&E system thru Sectoral & General Assembly Meetings. Implemented/updated the following plans: System Management, Financial Management and Conflict Management 3.2 Continuous monitoring & evaluation of in-season activities	3.0 Prepares and implements O&M plans	2.0 Provide assistance in the implementation of O & M plans. 2.1 Monitor and evaluate.
	Issue Water Service Invoice -Water Service Bil	Continuous	4.0 IA Meetings 4.1 Conducted IA regular meetings (GA/BOT/Sector/Committees)	4.0 Attends and Participate in Meetings regularly	
			5.0 Assistance Programs 5.1 Linkages/Coordination with other Government and Private Agencies & other Institutions Re: O&M assistance programs	5.0 Active participation	Provide assistance
		1 Week	6.0 IA Evaluation 6.1 Evaluate IA viability 6.2 Revised/amended by-Laws, if any	6.0 Revised/Amend By-Laws and O&M Policies	
		Continuous	7.0 Collection of Irrigation Fee 7.1 CIS Amortization paid to NIA	7.0 Collect irrigation fees/remit amortization to NIA	Monitor collection efficiency

MAGING KASAPI NG SAMAHANG MAGPAPATUBIG

ANO ANG SAMAHANG MAGPAPATUBIG O "IA"?

Ang Samahang Magpapatubig ay samahan ng mga magsasaka sa ilalim ng pamamahala ng NIA. Ito ay inorganisa ng mga kasaping magsasaka bilang isang "non-profit", "non-stock" na samahan at rehistrado sa "Securities and Exchange Commission" o SEC.



LAYUNIN NG IA O SAMAHANG MAGPAPATUBIG

Ang IA ay binuo sa mga sumusunod na layunin. At ang mga layuning ito ay na-kaugnay sa "Articles of Incorporation, Constitution and By-Laws"

1. Pangunahing layunin ng IA ang mapatatag ang pamamahala at pagmimintina ng pagpapatubig sa kani-kanilang taniman.
2. Magkaroon ng malawak na kaalaman sa pagpapatubig kaakibat ang mga serbisyo pang agrikultura at pang ekonomiya
3. Mamuno sa pagpapatupad ng kalakaran at pamamaraan sa pautang sa samahan, bayad-patubig o ISF at gayundin sa pamamahagi ng mga gamit pansakahan at iba pang mga transaksyon at ugnayan sa pagitan ng magsasaka at kinauukulan.
4. Himukin ang mga kasapi sa pagtaguyod ng sapat na produksyon sa agrikultura,

upang mapatatag ang ekonomiya sa pamilyan at bansa.

5. Isakatuparan ang mga layunin para sa agrikultura programang pangkabuhayan para sa mga kasapi.
6. Itaguyod ang pangkalahatang layunin ng samahan upang mapabuti at mapagiging ang pagpapatupad ng mga programang pansakahan para sa mga kasapi.
7. Magsilbing daan sa pampubliko at pribadong ahensya kaugnay sa paglaan ng teknikal at pinansyal na tulong at iba pang mga serbisyon sa sistema ng pagpapatubig.
8. Magsagawa ng patuloy na pag-aaral at kasanayan para sa mga namumuno at miyembro bilang pamamaraan ng pag-unlad at pagsagana ng ani.
9. Makipagtulungan at makiisa sa ibang IA upang pangunahan ang paglago at pag-unlad ng kooperatiba sa kanilang samahan.

ANG PAMUNUAN NG SAMAHANG MAGPAPATUBIG

Ang pamunuan ang syang mangu-nguna sa pagpapatupad ng karapatan, sagutin at pagawain ng mga kasapi sa antas na kanilang nasasakupan.

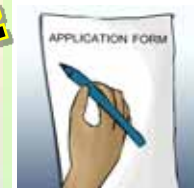
1. Pangulo o Tagapangulo (President)
2. Pangalawang Pangulo o Katulong na Tagapangulo (Vice President or Vice Chairman)
3. Kalihim o Secretary, Ingat Yaman o Treasurer.
4. Tagapagsiyasat o Auditor

PAMARAAN UPANG MAGING KASAPI NG SAMAHANG MAGPAPATUBIG O "IA"

1. Dumalo sa mga pulong ng Samahang Magpapatubig (IA) at magpakita ng interes sa pagsapi.



2



Humingi ng "Application Form", punan ang mga kailangang datos at isumite sa "Membership Committee". Kapag ito ay na aprub ay padadalhan ng sulat-abiso ang aplikanteng magsasaka.

3

Ang magsasaka ay magbabayad ng kaukulang "membership fee".



4



Kailangang dumalo ang magsasaka sa "membership orientation" ukol sa karapatan, pananagutan, tungkulin at benepisyo ng kasapi.

KARAPATAN AT TUNGKULIN NG IA MEMBER

1. Gumamit ng patubig
2. Bumoto para sa kasapi sa anumang posisyon sa samahan.
3. Tumakbo o lumahok sa halalan sa anumang posisyon ng samahan.

KATUNGKULAN NG MGA KASAPI

Tungkulin ng mga magsasaka na gumamit ng tubig sa anumang panahon (tag-ulan o tag-araw) na alamin, tumulong at sumunod sa mga panuntunan at programa ng samahan tulad ng mga sumusunod:

- a. Ayos at talatakdaan ng pagtatanim
- b. Wastong pagpapadaloy ng tubig
- k. Pamamahagi at paggamit ng patubig.
- d. Paglilinis at pag-sasaayos ng mga kanal at istruktura ng patubigan
- e. Napapanahong pagbibigay ng bayad patubig o ISF
- g. Wastong paggamit at pangangalaga ng bahagi ng samahan sa bayad patubig.

KARAPATAN AT SAGUTIN NG MGA KASAPI

Ang bawat magsasaka sa loob ng patubigan ay may karapatan sa tubig ng naaayon sa luwang o lawak ng lupa na kanyang sinasaka. Ang kanyang sagutin sa samahan ay naaayon din sa panuntunan sa karapatan.

ANTAS, PAMUNUAN AT PAGAWAIN

Ang antas ng Samahang Magpapatubig ay ang mga sumusunod:

- Mga magsasaka sa nasasakupan ng patubig
- Samahan ng mga magsasaka sa butasan o Turnout Service Area Group (TSAG)
- Kalipunan ng mga TSAG sa isang kanal (Sub-lateral canal) o IA at
- Kalipunan ng mga IA sa isang malaking kanal (Lateral Canal) o Federation of IAs

Vision

Nationwide existence of efficient irrigation systems that are:

- environmentally sound and socially acceptable;
- located in strategic agricultural areas;
- capably managed by viable and dynamic Irrigators' Associations;
- profitably producing good quality rice and diversified crops;
- progressively improving the welfare of the farm families, the rural communities; and sustainably supporting the Food Production Program of the Government

And NIA -

- transformed into a financially independent organization that operates at its full potential
- with its employees enjoying compensation and benefits comparable with other service-oriented government corporations
- attaining its prominence as a leader in irrigation management in the Asian region
- and attaining excellence as a well managed government corporation

Mission

- Development and management of water resources for irrigation and provision of necessary services on a sustainable basis consistent with the agricultural development program of the government.

Objectives

- To develop and maintain irrigation systems in support of the agricultural development program of the government
- To provide adequate level of irrigation service on a sustainable basis in partnership with the farmers and the local government units (LGU)
- To provide technical assistance to institutions in the development of water resources for irrigation
- To support economic and social growth in the rural areas through irrigation development and management
- To improve and sustain the operation of NIA as a viable corporation and service-oriented agency

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