



NIA-AO-PAIS-INT-Form03 Rev.00



REPUBLIC OF THE PHILIPPINES
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE

PROJECT PLANNING DIVISION DESK MANUAL



	NATIONAL IRRIGATION ADMINISTRATION DESK MANUAL PROJECT PLANNING DIVISION	Document Code:	NIA-EOS-ENG-DM-001
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LIST OF ACRONYMS

ASA	Advice of Sub-Allotment
CO	Central Office
DE	Detailed Engineering
DENR	Department of Environmental and Natural Resources
ECC	Environmental Compliance Certificate
ED	Engineering Department
EIA	Environmental Impact Assessment
EIRR	Economic Internal Rate of Return
EIS	Environmental Impact Statement
EMDS	Electro-Mechanical Design Section
ESA	Environmental and Social Assessment
EWMS	Environmental Watershed Management Section
FS	Feasibility Study
FSR	Feasibility Study Report
GAA	General Allotment Act
IMO	Irrigation Management Office
IRR	Implementing Rules and Regulations
LGU	Local Government Units
LWRS	Land and Water Resources Section
MC	Memorandum Circular
MPP	Multi-Purpose Project
MPR	Monthly Progress Report
NEDA	National Economic and Development Authority

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NIA	National Irrigation Administration
NIP	National Irrigation Project
OPAIPBP	Online Preparation of Annual Irrigation Program and Budget Proposal
PFPS	Plan Formulation and Packaging Section
PIVS	Project Investigation and Validation Section
PMO	Project Management Office
POW	Program of Works
PPD	Project Planning Division
RA	Republic Act
RIO	Regional Irrigation Office
ROW	Right of Way
SIP	Small Irrigation Project
SRIP	Small Reservoir Irrigation Project
TOR	Terms of Reference
TWG	Technical Working Group

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1.0 PROJECT PLANNING DIVISION (PPD) PROFILE

The Project Planning Division (PPD) is mainly tasked to undertake and supervise the conduct of Feasibility Study (FS) of proposed major irrigation projects which includes National Irrigation Projects (NIPs), Small Reservoir Irrigation Projects (SRIPs) and Multi-Purpose Projects (MPPs). Feasibility Study of major irrigation projects is conducted either in-house or outsourced. On the other hand, Small Irrigation Projects (SIPs) are undertaken by the Regional Offices.

In support to project implementation, the PPD also caters technical assistance to Regional Irrigation Offices (RIOs), Irrigation Management Offices (IMOs), Project Management Offices (PMOs), Local Government Units (LGUs), and other stakeholders. This involves various discipline which includes topographic survey, geologic assessment, hydrologic analysis, geo-resistivity, design, economic and financial evaluation, environmental and social safeguards assessment, watershed management, among others.

1.1 FUNCTIONAL DESCRIPTION

- Formulate guidelines in the conduct of Feasibility Studies;
- Conduct pre-Feasibility Studies of proposed major irrigation projects;
- Undertake in-house Feasibility Studies of proposed major irrigation projects;
- Provide technical assistance to RIOs/IMOs/PMOs/LGUs in the conduct of feasibility studies of NIPs or SIPs;
- Provide technical assistance to RIOs/IMOs/PMOs in addressing various geological/ geotechnical and environmental and social safeguards concerns during detailed design, construction and operation phases of irrigation projects.
- Formulate and recommend measures to mitigate possible adverse environmental impacts that may arise in the implementation of irrigation projects;
- Provide technical assistance to field offices in the characterization of watersheds of irrigation projects for input to project feasibility studies and design of watershed management plan;

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- Prepare loan proposals and other documents necessary for obtaining financial and technical assistance;
- Conduct trainings on project preparation;
- Attend to all matters pertaining to appraisal of loan projects; and
- Administer FS & DE Funds, releases of funds.

1.2 ORGANIZATIONAL / POSITION CHART

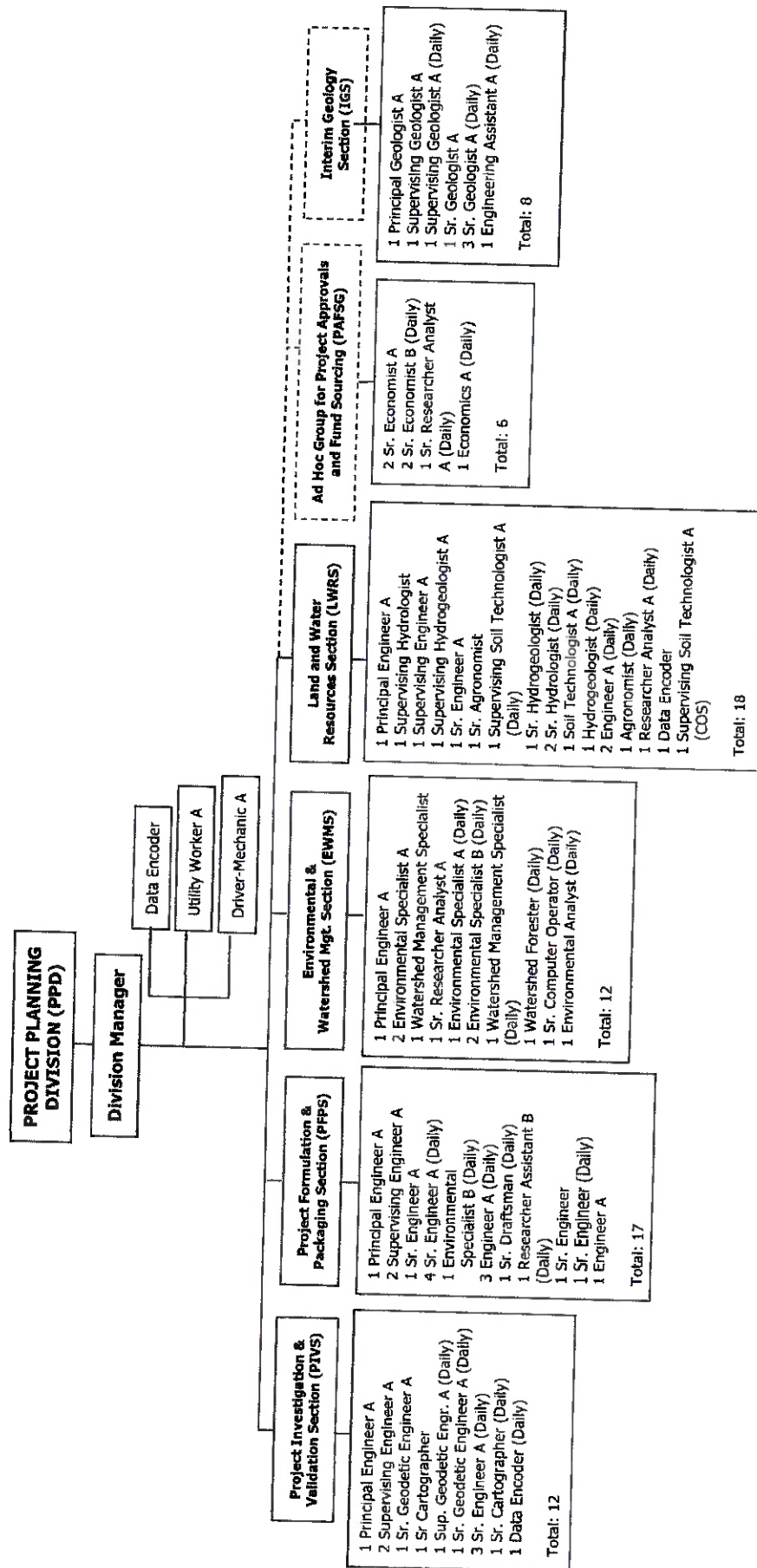
The Project Planning Division is comprised of four (4) Sections namely: Project Investigation & Validation Section (PIVS), Land & Water Resources Section (LWRS), Environmental and Watershed Management Section (EWMS) and Project Formulation and Packaging Section (PFPS). It has a total of twenty-seven (27) authorized permanent plantilla positions.



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PROJECT PLANNING DIVISION ORGANIZATIONAL CHART



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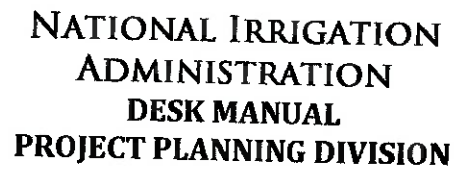
1.3 QUALITY OBJECTIVES

- To complete within a year (12 months), all Pre-Feasibility Studies of proposed National Irrigation Projects (NIPs) with recommendations whether to proceed or not to proceed to full blown Feasibility Study;
- To complete within a year, all Feasibility Studies of proposed NIPs for approval of the Project Screening Committee;
- To facilitate the execution/completion of outsourced Feasibility Study of NIPs through timely review and evaluation of Program of Works (POW), Terms of Reference (TOR), Inception Report, Progress Reports, Interim Report, Value Engineering/Value Analysis, and Draft and Final Feasibility Study Reports;
- To provide technical assistance to RIOs/IMOs/PMOs/LGUs in the conduct of FS, implementation of projects, including groundwater investigation, compliance to environmental and social safeguards requirement, environmental monitoring, geological investigation and other related activities;
- To prepare loan proposals and other documents necessary for obtaining financial and technical support through the Overseas Development Assistance (ODA);
- To conduct orientation/training of RIO/IMO/PMO/LGU personnel on various aspects of feasibility study; and
- To participate regular meetings on inter-agency collaboration and convergence initiatives.

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1.4 PPD FLOW PROCESS

KEY ACTIVITIES	RESPONSIBLE OFFICE/POSITION TITLE/ DESIGNATION	TIMELINE/ DURATION
START		
RECEIVE REQUESTS/ COMMUNICATIONS FROM THE ENGINEERING DEPARTMENT MANAGER	DATA ENCODER	Two (2) Working days
REVIEW / ENDORSE THE REQUESTS/COMMUNICATIONS TO CONCERNED SECTION HEAD FOR APPROPRIATE ACTION	PPD Division Manager	
REVIEW / EVALUATE REQUEST / COMMUNICATION AND ROUTED TO CONCERN SECTION	PIVS / LWRS / EWMS / PFPS/PAFSG Section Head	
EVALUATE THE DETAIL OF THE REQUEST / COMMUNICATION AND SUBMIT COMMENTS / OUTPUT TO SECTION HEAD	Technical Staff / Engineer In-charge	
CHECKED THE PROCESSED DOCUMENT AND ENDORSE TO DIVISION MANAGER	PPD Section Head	
A		



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1.5 PROJECT INVESTIGATION AND VALIDATION SECTION (PIVS) PROFILE

The Project Investigation and Validation Section (PIVS) is mainly tasked to evaluate the request to conduct the Pre-FS based on the submitted field investigation report of field offices and facilitate the conduct of Pre-Feasibility Study of proposed irrigation projects. The Pre-Feasibility Study is used to justify if a certain proposed irrigation project will be worth to move to the feasibility phase, thus, helps to save time and resources. Technically feasible, social and environmental acceptance and financial and economic viability of a proposed irrigation project are being considered in the analysis. The PIVS is also in charge in the development of irrigation and drainage, surveying and mapping, geological assessment/evaluation in the feasibility study of the proposed project.

The PIVS comprises of Surveying and Mapping, and Irrigation and Drainage.

1.5.1 FUNCTIONAL DESCRIPTION

- Conduct site investigation and validation, data collection, surveying and mapping, survey map test (optional), design of irrigation and drainage network and analysis on financial and economic viability for Pre-Feasibility Study and Feasibility Study of proposed major irrigation projects;
- Prepare the Pre-Feasibility Study Report incorporating inputs of all discipline;
- Prepare base maps, irrigation and drainage network layouts, plan and profile of proposed canal including quantity and cost estimates.
- Prepare reports on the Surveying and Mapping and Irrigation and Drainage aspects as inputs to Feasibility Study Report of proposed irrigation projects;
- Review maps, Terms of Reference (TOR), Program of Work (POW), budget documents prepared by field offices as well as results of sub-surface exploration, Inception Reports, VE/VA Reports, Progress Reports (Surveying and Mapping aspect), Interim Reports and Feasibility Study Reports (Draft and Final), prepared through outsourcing of proposed irrigation projects specifically on the Surveying and Mapping and Irrigation and Drainage aspects;
- Supervise surveying and mapping activities at the field;

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- Provide technical assistance to Proponents (RIOs/IMOs/PMOs/LGUs) particularly for Surveying and Mapping aspect/Irrigation and Drainage aspect;
- Monitor and evaluate status of all on-going feasibility studies of proposed irrigation projects;
- Review and evaluate the submitted Program of Work (POW) for the conduct of FS;
- Prepare issuance of sub-allotment for FS&DE funding requirements and proposal for the acquisition of tools, equipment and software (for planning and design) for the division.

1.6 LAND AND WATER RESOURCES SECTION (LWRS) PROFILE

The Land and Water Resources is one of the sections under the Project Planning Division. It is composed of four (4) interrelated units namely Soil and Land Classification, Agriculture, Surface Water Hydrology and Ground Water Hydrology purposed mainly on the developmental studies concerning land and water resources utilization.

1.6.1 FUNCTIONAL DESCRIPTION

- Conduct and evaluate hydrological, hydrogeological, soil & land classification and agricultural studies (In-house Pre-FS and FS) to establish land and water resources development plan of the proposed irrigation projects;
- Perform geo-resistivity and subsurface studies, geophysical foundation investigation for dam and appurtenant structures;
- Provide Technical Assistance to RIOs/PMOs/LGUs on Hydrology, Agriculture, Soil and Land Classification studies and Groundwater Investigation;
- Review Program of Works, Terms of Reference, Inception, Value Engineering and Value Analysis, Progress, Interim and Draft/Final Feasibility Reports of Outsourced Irrigation Projects specifically for the land, water and agronomy aspect; and

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- Inter-agency collaboration on land and water resources aspects and other related convergence initiatives.

1.7 ENVIRONMENTAL AND WATERSHED MANAGEMENT SECTION (EWMS) PROFILE

The Environmental and Watershed Management Section (EWMS) under the Project Planning Division was created under the NIA Rationalization Plan (Executive Order No. 366 dated October 4, 2004 and Executive Order 718 dated April 8, 2008). Prior to the Rationalization Plan, NIA Watershed and Environmental Units were organized separately as on Ad-Hoc status.

The EWMS is primarily tasked to conduct environmental and social assessment (including watershed characterization/profiling) of proposed irrigation projects. The section also provides technical assistance in the formulation, implementation and monitoring of plans specifically on environmental and social safeguards concerned of irrigation projects.

1.7.1 FUNCTIONAL DESCRIPTION

- Conduct desk study and collect secondary information and related studies on the proposed irrigation project.
- Conduct Environmental and Social Assessment (ESA) including watershed characterization/profiling of proposed National Irrigation Projects (Pre-FS & FS);
- Review of Project Proposals, Terms of Reference (TOR), Inception Reports, VE/VA Reports, Progress Reports, Draft and Final Feasibility Study Reports of Outsourced Irrigation Projects on environmental and social safeguard concerned;
- Provide Technical Assistance to RIOs/IMOs/PMOs/LGUs on environmental and social safeguards formulation and implementation of plans (Environmental Management Plan, Watershed Management Plan, Resettlement Action Plan, Indigenous People Development Plan, etc.) including environmental monitoring;
- Monitor and provide technical guidance in the implementation of annual greening program of NIA;
- Monitor and evaluate the implementation of the Rehabilitation and Protection of Water Resources Supporting Irrigation Systems (RPWRSIS)

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covering the identified 163 NISs within the 140 critical watersheds and 110 new NISs, and;

- Participate in inter-agency collaboration on watershed management, climate change adaptation, river basin management planning and other related convergence initiatives.

1.8 PLAN FORMULATION AND PACKAGING SECTION (PFPS) PROFILE

The Project Planning and Packaging Section (PFPS) is mainly responsible for the conduct of Feasibility Studies and has three (3) major activities in the Feasibility Study of irrigation projects, namely: 1) Planning and Design of Dams & Appurtenant Structure, 2) Cost Estimates and Unit Cost Analysis, and 3) Administer FS & DE Funds 4) Packaging & Report Preparation. It also facilitates and coordinates the conduct of in-house FS activities of the division.

1.8.1 FUNCTIONAL DESCRIPTION

- Conduct field investigation & evaluation of proposed projects for Schemes, Dam Design, and Cost Estimates;
- Conduct plan formulation and development schemes of proposed projects;
- Prepare detailed layouts, designs and cost estimates of projects under study, including review of data, derivation of unit cost and power benefits, list of equipment needed in construction and O&M cost, reports on surveys and investigations on financial & economic viability studies;
- Coordinate & monitor interdisciplinary studies, surveys & investigation for the packaging of Feasibility Study;
- Review the formulation and development schemes of outsourced proposed projects, layouts, designs and cost estimates of projects, including review of data used, derivation of unit cost and power generation, list of equipment needed in construction and O&M cost;
- Review listing of project for funding under FS&DE from RIO;

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- Prepare and submit request of Advice of Sub-Allotment (ASA) release with approved Program of Works (POW);
- Evaluation of contracts of ongoing outsourced projects;
- Monitoring of outsourced activities;
- Review Program of Works for Feasibility Study;
- Review project feasibility study reports, Terms of Reference(TOR), project profiles, and other technical reports of outsourced projects;
- Packaging of Feasibility Study Report;

1.9 AD HOC PROJECT APPROVAL AND FUND SOURCING GROUP (PAFSG) PROFILE

The Ad Hoc Project Approval and Fund Sourcing Group (PAFSG) was constituted by virtue of NIA Memorandum dated 15 October 2020 and is tasked to take the primary role in all aspects of the following: i) economic and financial viability studies of proposed irrigation projects, or the review of outsourced study deliverables; ii) assist and coordinate with oversight agencies in the approval and funding processes thereof; iii) facilitate project concept development with multilateral and bilateral development donors and subsequent appraisal activities thereof; and iv) conduct of agro-economic evaluation of completed projects.

1.9.1 FUNCTIONAL DESCRIPTION

- Undertake or review the Financial and Economic viability studies of proposed irrigation projects in accordance with existing evaluation and appraisal guidelines of the Government of the Philippines;
- Assist in the preparation of project proposals for NEDA – Investment Coordination Committee (ICC) evaluation, including ICC-Project Evaluation Forms, DOF- Corporate Affairs Group Review, and other documentary requirements;
- Coordinate the issuance of funding requirements for major irrigation projects requiring Certificate of Budget Cover Availability or Forward

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Obligational Authority (FOA) from the Department of Budget and Management;

- Facilitate Project concept development with multilateral and bilateral development donors and subsequent activities thereof in accordance with Official Development Assistance (ODA) guidelines of the Government of Philippines;
- Conduct agro-economic evaluation of completed projects, an input to Project Completion Reports; and
- Perform other related assignments, as necessary.

1.10 INTERIM GEOLOGY SECTION (IGS) PROFILE

The creation of the Interim Geology Section (IGS) from the Geology Unit of the PIVS was approved on March 8, 2021. It is tasked to conduct engineering geological investigations as part of Preliminary Feasibility, Feasibility and Detailed Engineering studies of proposed irrigation projects. It also provides technical assistance to the RIO/IMOs and Project Management Offices during project implementation and operational phases of irrigation development.

1.10.1 FUNCTIONAL DESCRIPTION

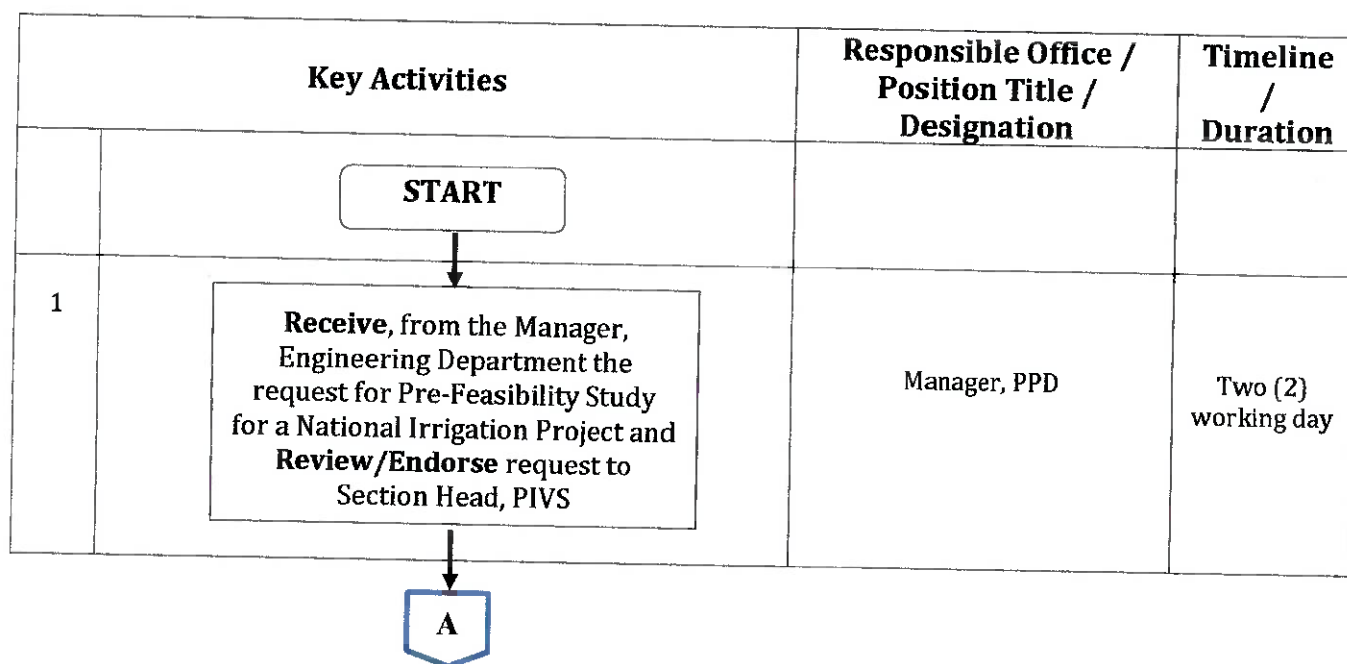
- Conduct surface mapping, prepare subsurface investigation plans and supervise the conduct of drilling for proposed irrigation projects;
- Conduct exploration for sources of construction materials including sample collection and integration of laboratory results;
- Assess the susceptibility of project components to geologic hazards and determine the seismic parameters to be considered in the design;
- Conduct confirmatory geologic investigation, prepare plans and cost estimates for drilling and grouting for detailed engineering studies;
- Provide technical assistance to RIOs/IMOs and PMOs in supervision of drilling & grouting activities, slope stability assessment, determination of excavation materials classification, mapping of actual level of rock line, and slope stability assessment during dam construction and underground mapping and monitoring of blasting during tunnel construction;
- Provide geological/geotechnical inputs, such as damage assessment and slope stability assessment in rehabilitation of irrigation structures;
- Participate in the Dam Safety and Integrity Assessment of existing dams
- Undertake review of the Geology Aspect of Pre-FS, FS and DES reports prepared by consultants and RIOs.

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2. PPD FLOW PROCESSES

In project planning, there are five major activities involved. These includes: 1) Pre-Feasibility Study; 2) In-house Feasibility Study; 3) Outsourced Feasibility Study; and 4) Technical Assistance to RIOs/IMOs/PMOs and LGUs in the conduct of feasibility studies and to some extent, implementation of various projects; and 5) Project Approval and Fund Sourcing of Major Projects. The process flows are presented in the following sections.

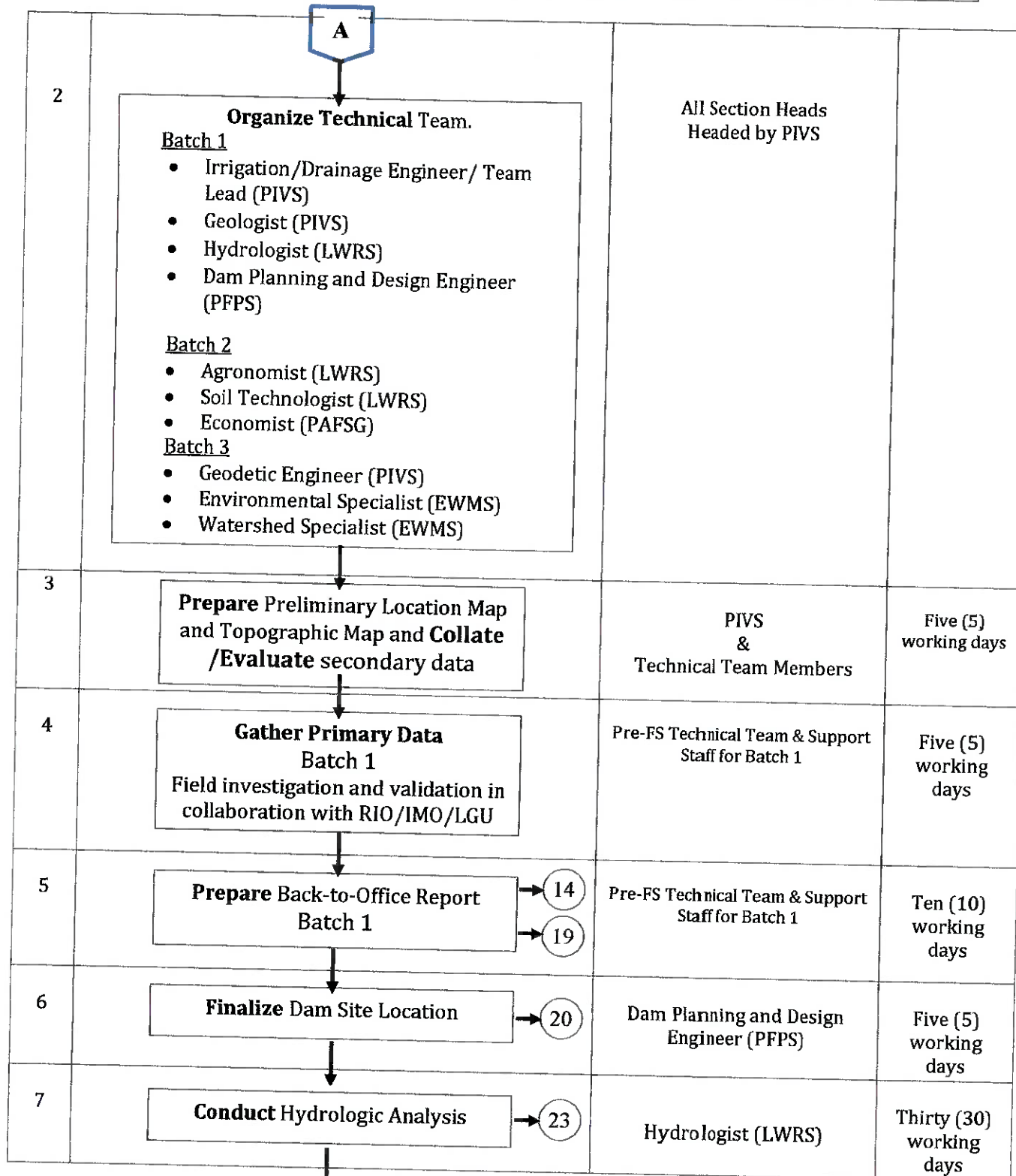
2.1 PRE-FEASIBILITY STUDY PROCESS FLOW CHART





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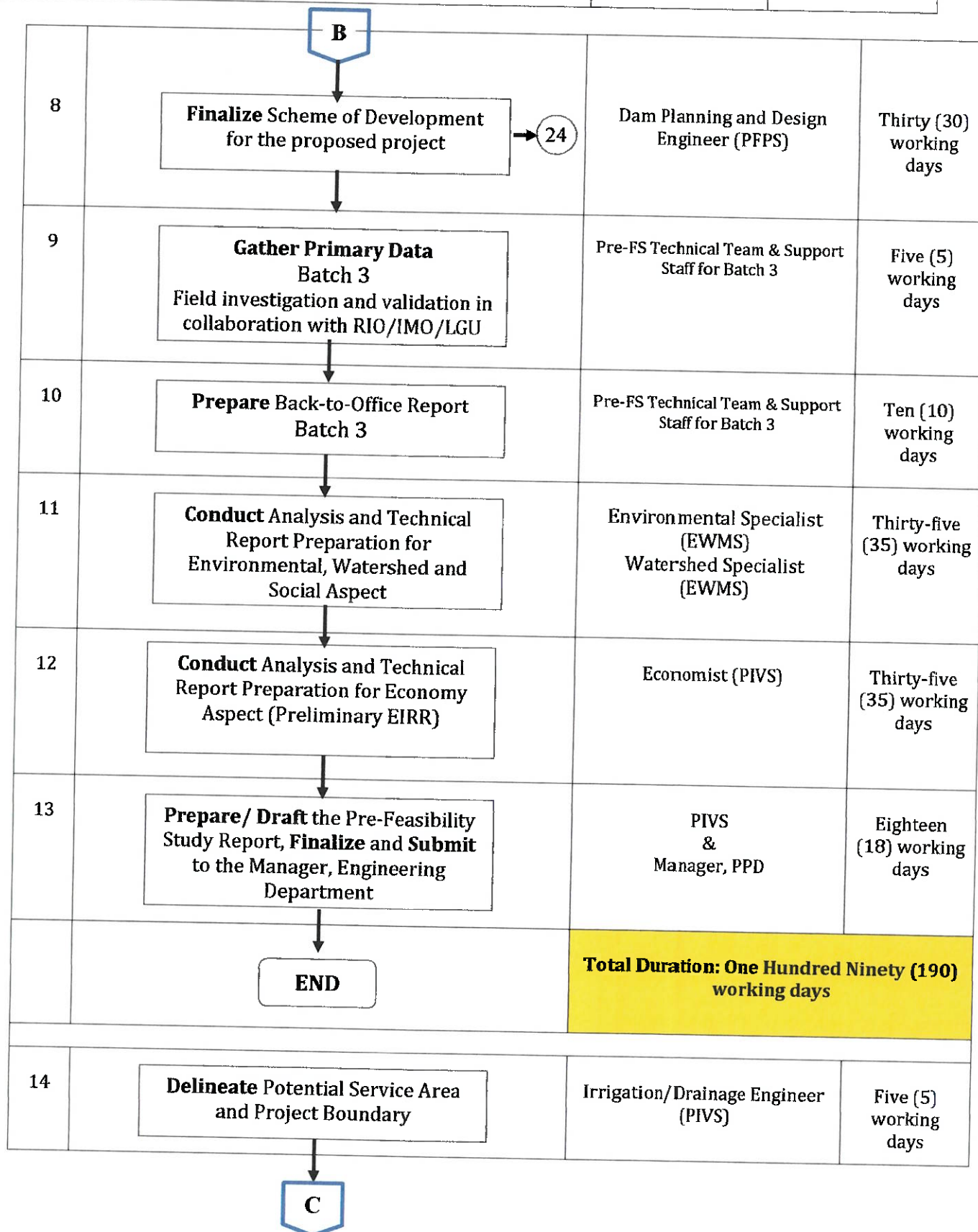
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15	C Gather Primary Data Batch 2 Field investigation and validation in collaboration with RIO/IMO/LGU	Pre-FS Technical Team & Support Staff for Batch 2	Ten (10) working days
16	Prepare Back-to-Office Report Batch 2	Pre-FS Technical Team & Support Staff for Batch 3	Ten (10) working days
17	Conduct Analysis and Technical Report Preparation for Agronomy Aspect	Agronomist (LWRS)	Thirty-five (35) working days
18	Conduct Analysis and Technical Report Preparation for Land Use & Classification Aspect	Soil Technologist (LWRS)	
19	Conduct Analysis and Technical Report Preparation for Geology Aspect	Geologist (PIVS)	Thirty-five (35) working days
20	Conduct Analysis and Prepare Irrigation Network Layout	Irrigation/ Drainage Engineer (PIVS)	Fifteen (15) working days
21	Prepare Technical Report for Irrigation and Drainage Aspect	Irrigation/ Drainage Engineer (PIVS)	Ten (10) working days
22	Conduct Analysis and Technical Report Preparation for Surveying and Mapping Aspect	Geodetic Engineer (PIVS)	Thirty-five (35) working days

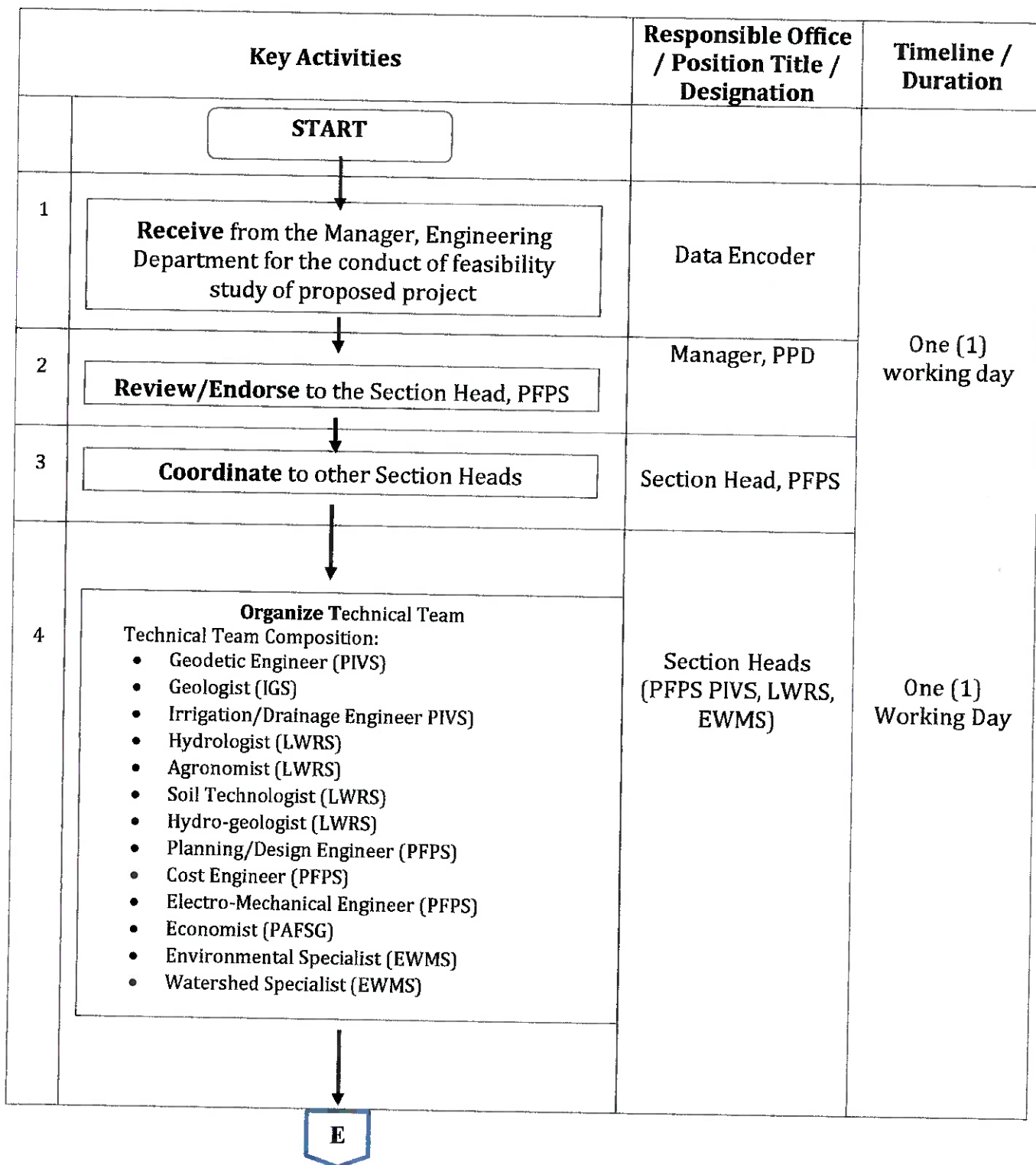


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23	D ↓ Prepare Technical Report for Hydrology Aspect ↓ 13	Hydrologist (LWRS)	Ten (10) working days
24	Prepare Technical Report for Dam Planning and Design Aspect ↓ 12	Dam Planning and Design Engineer (PFPS)	Ten (10) working days

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2.2 FEASIBILITY STUDY (IN-HOUSE) PROCESS FLOW CHART





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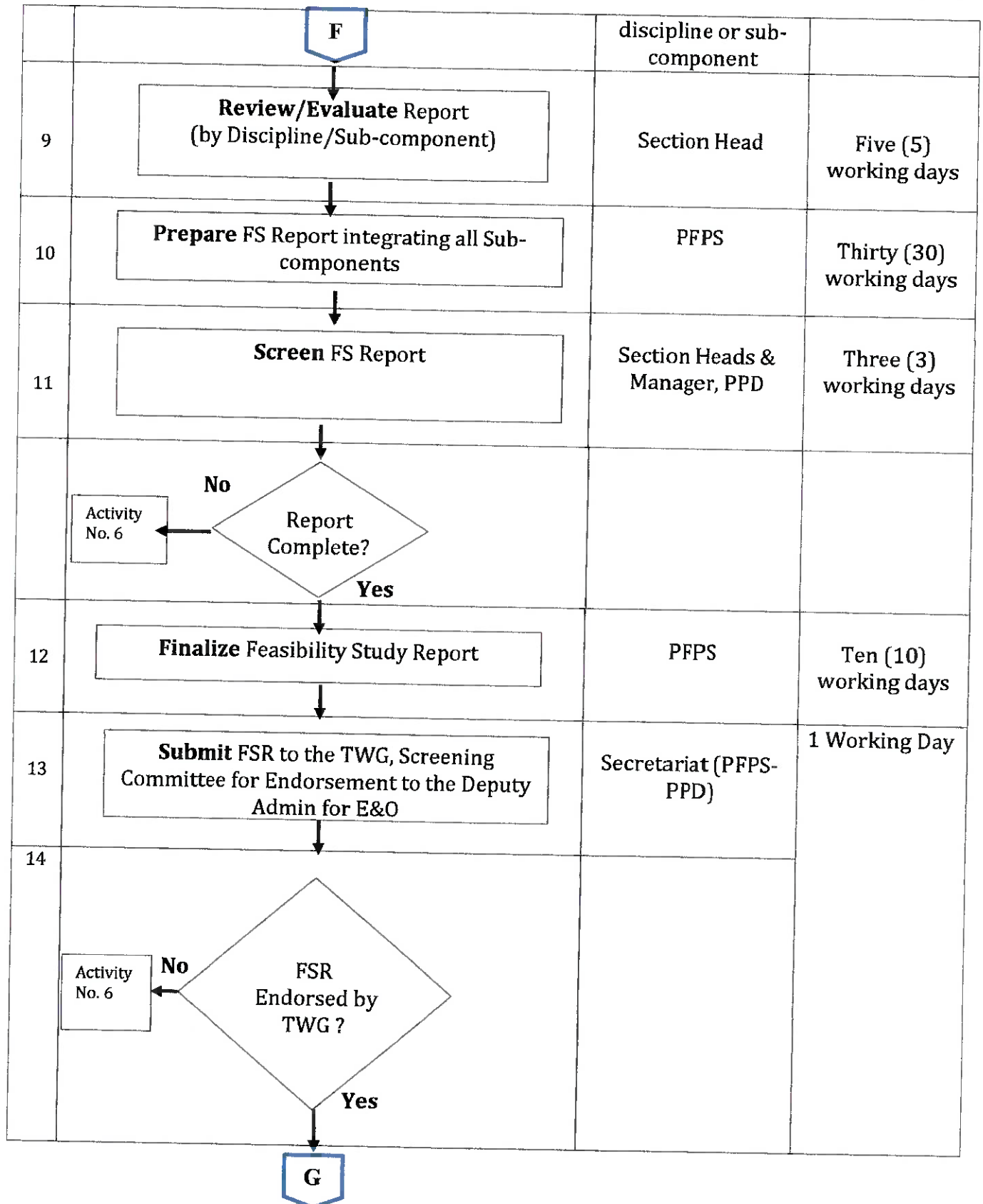
5	 ↓ Desk review and Secondary Data gathering (Per discipline/sub-component)	FS Technical Team Members, Section Heads and Support Staff (Research Analyst, Eng'g. Assistant, Encoder and GIS/CAD Operator/ Cartographer)	Fifteen (15) working days
6	↓ Gather Primary Data (Includes field investigation and validation and additional outputs outsourced)	Assigned FS Technical Team including support staff	Sixty (60) working days
7	↓ Analyze/Evaluate Preliminary Data	FS Technical Team Members & Section Heads	Ten (10) working days
	↓  No → Activity No. 4 Yes ↓		
8	↓ Conduct In-depth analysis and report preparation (by Discipline/Sub-component)	Assigned technical staff and support staff/s per	Sixty (60) working days





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15	G ↓ Prepare endorsement to the Deputy Administrator for Engineering and Operations ↓ END	Secretariat (PFPS-PPD)	
			Total Working Days = 196

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2.3 OUTSOURCED FEASIBILITY STUDY

2.3.1 FOR INITIAL SUBMISSION

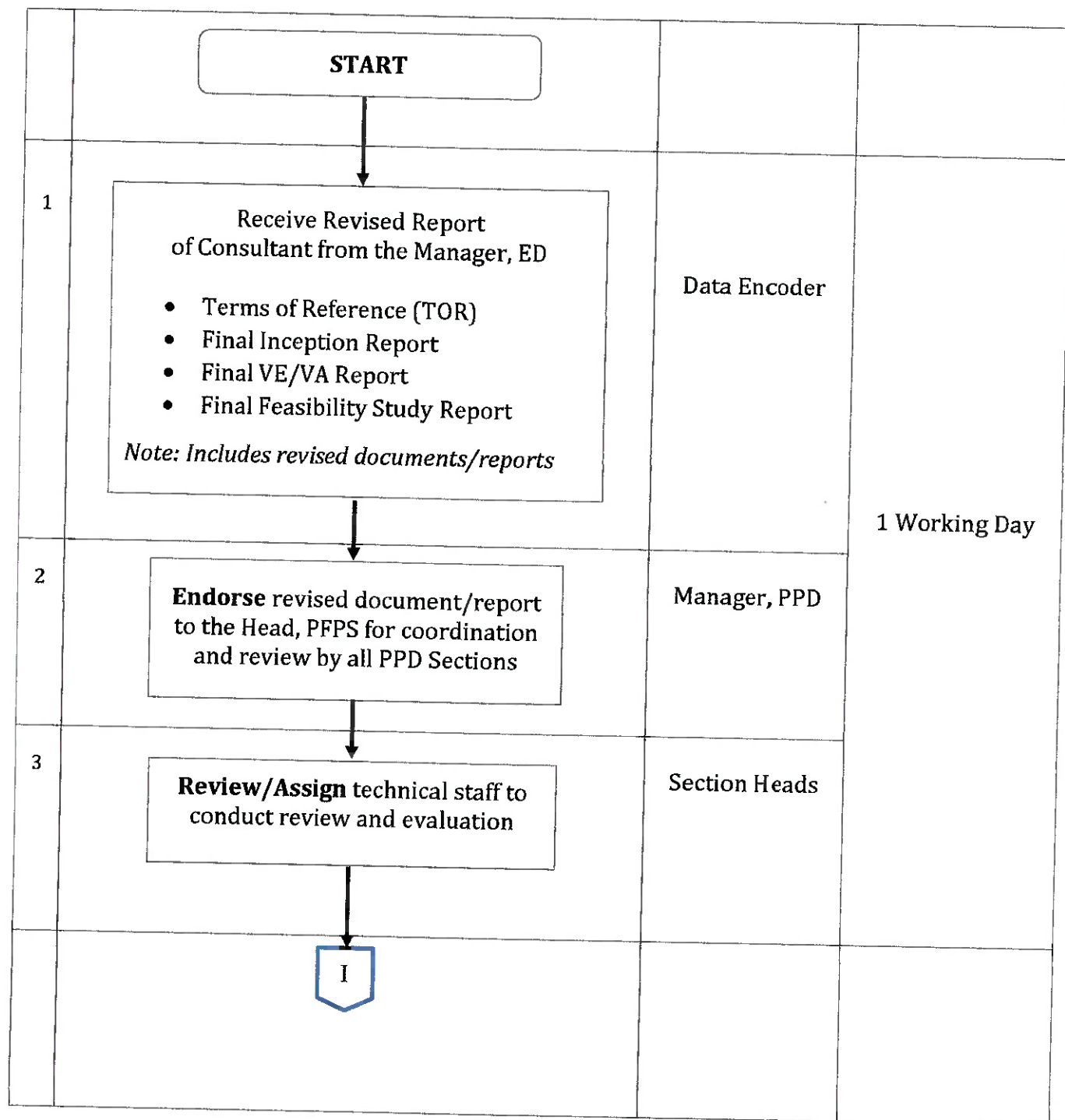
	Key Activities	Responsible Office / Position Title / Designation	Timeline / Duration
	START		
1	Receive from the Manager, Engineering Department the following documents for review and evaluation: • Terms of Reference (TOR) • Draft Inception Report • Draft VE/VA Report • Progress Report • Interim Report • Draft Feasibility Study Report	Data Encoder	1 Working Day
2	Review/Endorse document/report to the Head, PFPS	Manager, PPD	
3	Coordinate with other Section Heads	Section Head, PFPS	
4	Review/Assign technical staff to conduct review and evaluation	Section Heads	
	H		

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	H ↓														
5	Evaluate document and submit comments/endorsement to PFPS for consolidation: <i>Review Period per discipline</i> <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 70%;">TOR</td><td style="text-align: right;">2 days</td></tr><tr><td>Draft Inception Report</td><td style="text-align: right;">3 days</td></tr><tr><td>Draft VE/VA Report</td><td style="text-align: right;">3 days</td></tr><tr><td>Progress Report</td><td style="text-align: right;">1 day</td></tr><tr><td>Interim Report</td><td style="text-align: right;">5 days</td></tr><tr><td>Draft Feasibility Study Report</td><td style="text-align: right;">5 days</td></tr></table> ↓	TOR	2 days	Draft Inception Report	3 days	Draft VE/VA Report	3 days	Progress Report	1 day	Interim Report	5 days	Draft Feasibility Study Report	5 days	Assigned technical staff & Section Head	Five (5) Working Days
TOR	2 days														
Draft Inception Report	3 days														
Draft VE/VA Report	3 days														
Progress Report	1 day														
Interim Report	5 days														
Draft Feasibility Study Report	5 days														
6	Collate comments from all Sections for Submission to the Manager, PPD ↓	Head, PFPS	One (1) working day												
7	Endorse comments to the Manager, Engineering Department for appropriate action by the Consultant ↓	Manager, PPD													
	END		Total Working Days = 7												

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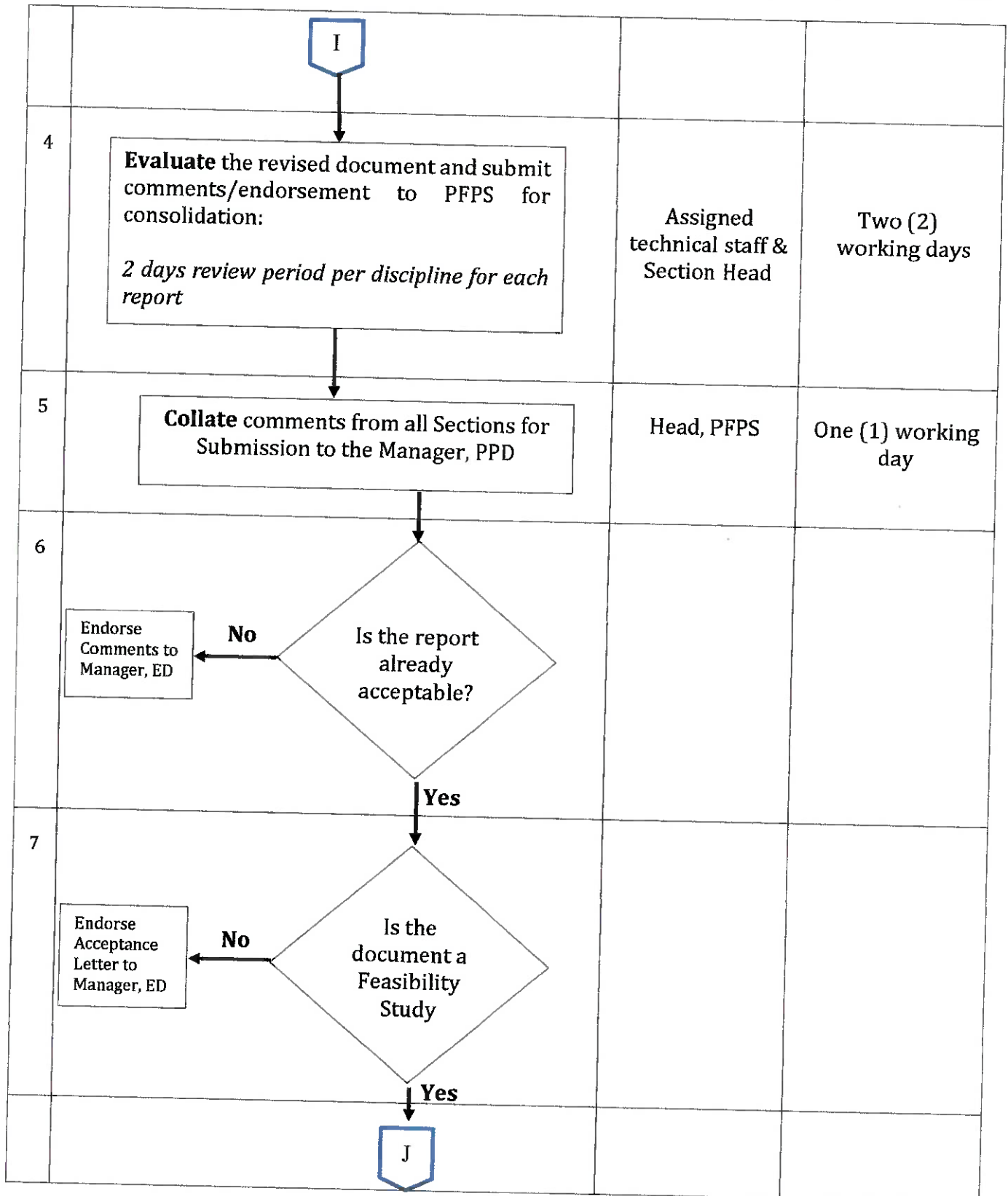
2.3.2 FOR SUCCEEDING SUBMISSION (REVISED REPORTS)



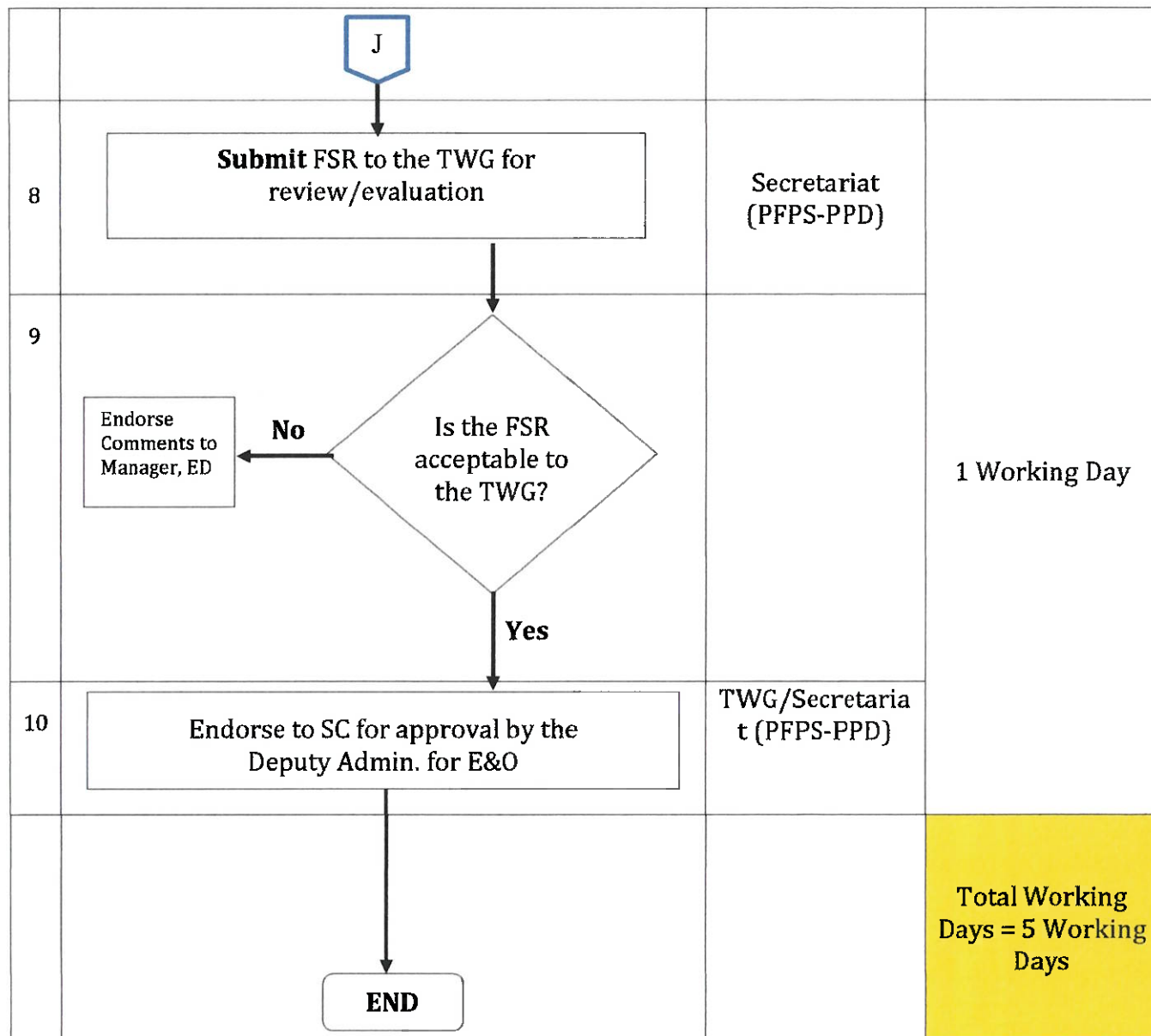


**NATIONAL IRRIGATION
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2.4 TECHNICAL ASSISTANCE TO RIO/LGU/PMO

Key Activities		Responsible Office / Position Title / Designation	Timeline / Duration
	START		
1	Receive from the Manager, Engineering Department the request for Technical Assistance	Data Encoder	One (1) working day
2	Endorse request to the Section Head of concerned discipline	Manager, PPD	
3	Assign Technical Staff/s	Section Head	
4	Collate/Evaluate Secondary Data	Assigned technical staff/s	Five (5) working days
5	Conduct Field Investigation and Validation	Assigned technical staff/s	Fifteen (15) working days
6	Analyze/Evaluate Data	Assigned technical staff/s	Thirty (30) working days
7	Prepare/Submit Technical Report to Section Head	Assigned Technical Staff/s	Five (5) working days
8	Evaluate/Endorse Technical Report to Manager, PPD	Section Head	One (1) working day
9	Evaluate/Endorse to the Manager, ED	Manager, PPD	
	END		Total Working Days = 57

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2.5 NIA PROJECT APPROVAL PROCESS

2.5.1 NIA Corporate Board Approval of FS and Request for ICC Evaluation

Per Investment Coordination Committee (ICC) memorandum dated 27 June 2017 all National Government and Corporate Projects costing at least Php 2.5 Billion shall require ICC approval.¹ Prior to implementation, NIA projects with an investment cost above this threshold must undergo ICC evaluation and approval.

	Key Activities	Responsible Office / Position Title / Designation	Timeline / Duration
	START		
1	Receive from the Manager, Engineering Department request for presentation of Project to NIA Board Approval and endorsement to Office of the Cabinet Secretary <i>Note: Approved FS (per MC 10 s. 2015) or more detailed/updated project data required</i>	Data Encoder	One (1) working day
2	Review/Endorse to the Unit Head, PAFSG	Manager, PPD	
3	Organize Technical Team	Head, PAFSG	
	K		

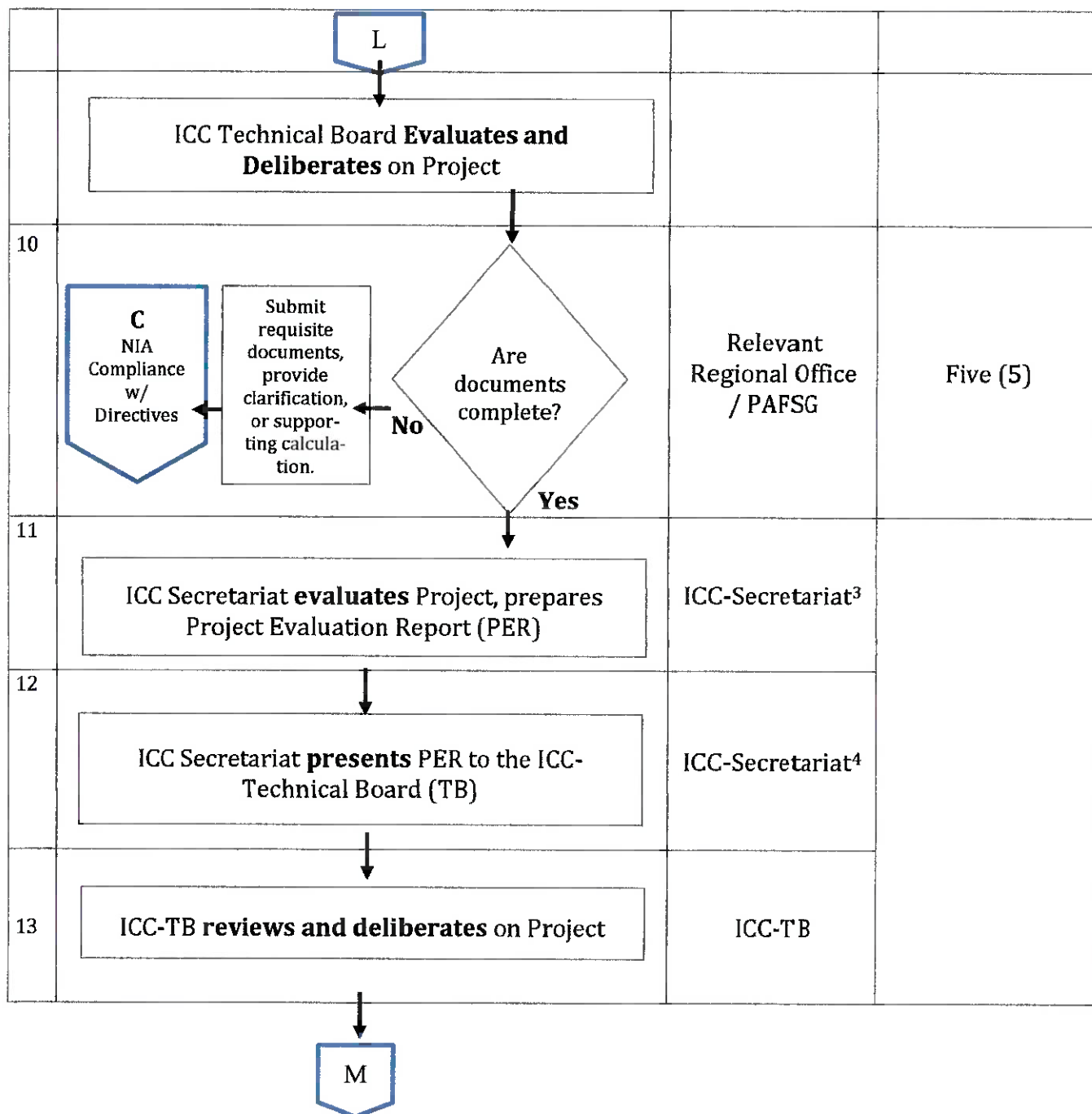
¹ <https://www.neda.gov.ph/wp-content/uploads/2017/08/Revisions-on-ICC-Guidelines-and-Procedure-2.5-Billion.pdf> (accessed 23 November 2020)

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	K ↓		
4	Draft Form Indorsement to the NIA Board For inclusion in agenda of next regular meeting <i>Note: All attachments to the presentation must be complete</i>	Assigned Technical Staff/s	One (1) working day
5	Present Project FS to NIA Board	Relevant Regional Office	One (1) working day
6	Comply with directives of NIA Board (e.g., respond to clarifications, provide supporting calculations, revisit project components, etc.) ← No Is the FSR acceptable to NIA Board? Yes ↓	Relevant Regional Office / PAFSG	
7	Submit Project to the Office of the Cabinet Secretary for his consideration and endorsement to the NEDA-ICC	Assigned Technical Staff/s	One (1) working day
8	Endorse Project to the NEDA-ICC for evaluation and approval	Mother Agency/Office of the Cabinet Secretary	
9	ICC Secretariat evaluates completeness of submission per List of ICC Requisite Documents	ICC-Secretariat ²	
	L		

² List of Requisite ICC Documents. <https://www.neda.gov.ph/wp-content/uploads/2013/12/Annex-B-List-of-ICC-Requisite-Documents.pdf> (accessed on 23 November 2020)

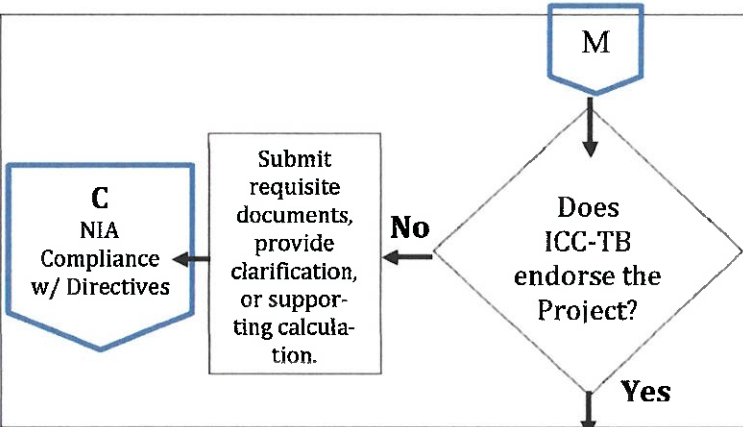
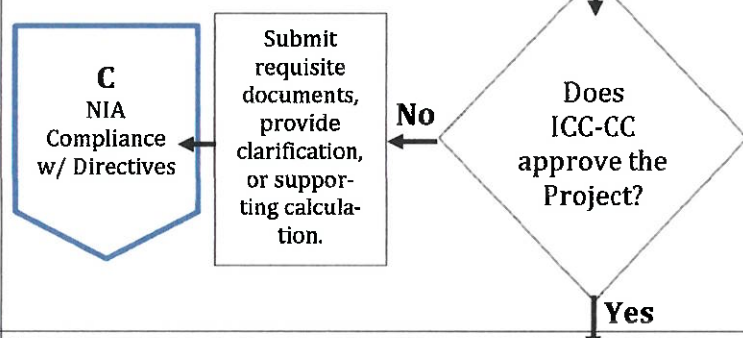
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³ Per ICC Approval Process. <https://www.neda.gov.ph/wp-content/uploads/2013/12/Annex-A-ICC-Approval-Process.pdf> (accessed 23 November 2020)

⁴ The ICC Secretariat shall include the Project in its 2-month rolling agenda of projects for presentation to the ICC-CC.

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14		Relevant Regional Office / PAFSG-PPD	Five (5) working days ⁵
14	ICC - TB endorses Project for ICC - Cabinet Committee review	ICC - TB ⁶	
15	ICC - CC reviews and deliberates on Project	ICC - CC	
16		Relevant Regional Office / PAFSG	Five (5) Working Days
17	ICC - CC submits Project for NEDA Board Confirmation of Approval	ICC - CC	
18	NEDA Board confirms ICC approval of Project	NEDA Board ⁷	
	END		Total Working Days (NIA Only) = 19 days

⁵ The PER is submitted to NIA for official response at least 5 working days before ICC meeting.

⁶ ICC Approval Process Guidelines provides that funding consultations will be done either after ICC-TB endorsement or ICC-CC approval. This will depend on the level of GOP approval required by the ODA Fund Source and/or Funding Institution. <https://www.neda.gov.ph/wp-content/uploads/2013/12/Annex-A-ICC-Approval-Process.pdf> (accessed on 23 November 2020)

⁷ NEDA Board endorses Project for funding and implementation.



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2.6 FEASIBILITY STUDY FUNDING PROCESS

	Key Activities	Responsible Office / Position Title / Designation	Timeline / Duration
	START		
1	N Receive from the Manager, Engineering Department the Listing of Project and documentary requirements (Refer to Annex F, Table 1 and 2) for funding under FS and DE from RIOs	PPD – Monitoring Group	5 working days
2	Review Listing of Project for funding under FS and DE and documentary requirements (Refer to Annex F, Table 1 and 2) from RIOs	PPD – Monitoring Group	
3	If Complete / Acceptable If No N If Yes		
4	Encoding of 1st screened proposed FS projects to FS data bank O	PPD – Monitoring Group	3 working days



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DESK MANUAL
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5	<pre> graph TD Start([O]) --> Step5[Conduct workshop for FS&DE funds to finalize listing of projects based on approved GAA (Refer to MC 7 s. 2021, Criteria for Prioritization of Projects for Feasibility Study and Detailed)] </pre>	PPD – Monitoring Group, RIOs/IMOs	3 working days
6	<pre> graph TD Step5 --> Step6[Evaluation of submitted prioritized list of FS projects] </pre>	PPD – Monitoring Group	3 working days
7	<pre> graph TD Step6 --> Step7{If Complete / Acceptable} Step7 -- If No --> Step6 Step7 -- If Yes --> Step8[Finalization of FS Projects] </pre>		
8	<pre> graph TD Step7 -- If Yes --> Step8[Finalization of FS Projects] </pre>	PPD – Monitoring Group	1 working day
9	<pre> graph TD Step8 --> Step9[Prepare and submit request of ASA release with approved POW to Office of Deputy Administrator for Administrative and Finance] </pre>		
10	<pre> graph TD Step9 --> End([END]) </pre>		Total Working Days = 15 days

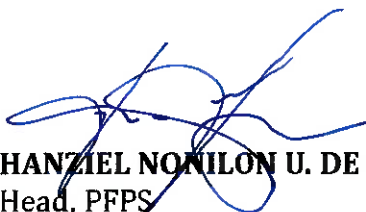
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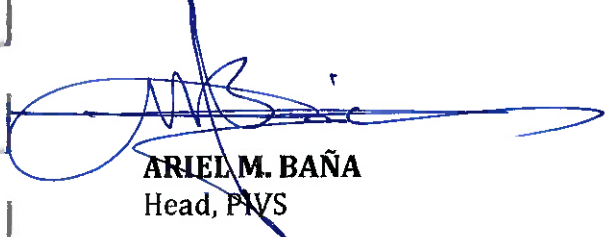
Submitted by:


DAN ALEXANDER D. JIMENEZ
 Head, PAFSG


XSA A. CABRIA
 Head, IGS

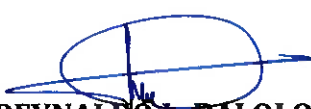

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HANZIEL NONILON U. DE GUZMAN
 Head, PFPS

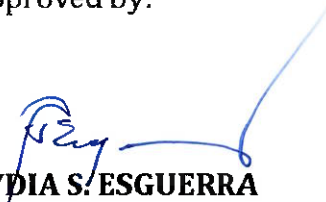

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 Head, PWS


OTHELLO L. RAZON
 Head, LWRS

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REYNALDO L. BALOLOY
 Manager, PPD – ED

Approved by:


LYDIA S. ESGUERRA
 Manager, Engineering Department



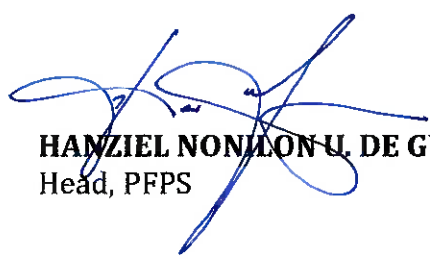
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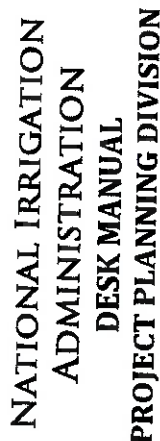
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 NATIONAL IRRIGATION ADMINISTRATION
 CENTRAL OFFICE

Annex A

RISKS REGISTRY

Department: **Engineering Department**
 Division: **Project Planning Division**





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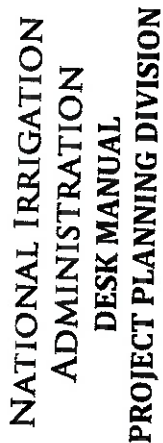
Seitendal Vegetation Admiration Station
PROJECT PLANNING JURY WIN 5, 2019 / 100% EXP. AIR TIME IN
Rising Regency
as of June 30, 2021 / Revision No. 53

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NATIONAL IRRIGATION ADMINISTRATION

CENTRAL OFFICE

Annex B

OPPORTUNITIES REGISTRY

Department: Engineering Department
Division: Project Planning Division





NATIONAL IRRIGATION ADMINISTRATION DESK MANUAL PROJECT PLANNING DIVISION

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National Irrigation Administration
Project Planning Division Engineering Department (Central Office)
Opportunity Registry
As of June 30, 2021 (Revision N. 4)

No	Positive Issue/s	Source/s of Issue/s	Opportunity Assessment				Opportunity Treatment				Remarks
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
1	Availability of official development assistance for funding major irrigation projects	ODA Funding Institutions (K-Econ/ADB/AIH/China Exim)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2	Standardization of processes/ guidelines in project preparation and construction	Funding support from Top Management	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3	Availability of new tools, equipment and software in project preparation, design and construction	Heavy equipment and engineering service providers	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
4	Trainings opportunities both Local and International	NIA Engineering workforce	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5	Use of Solar / Hydropower as renewable and irrigation canals (ex. Lifting and solar etc) power for automation of irrigation facilities, etc	NIA projects	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6	NIA-EENE collaboration on Watershed management supporting irrigation system	NIA projects	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

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7	Implementation of Agricultural Development Plan (irrigating Phase and Program)	NIA and IA Convergence	1. Letter NIA-IA collaboration 2. Improved implementation / realization of programs/projects 3. Improved productivity among IIR 4. Accelerated agricultural development	3	1	9	Medium	(1) Medium	1. Partnership with IA in project/programs 2. Implement irrigating and extension regarding crop production 3. Partnership on conducting research projects regarding modern irrigated crop production technologies	January 2021	In progress	Continuing activity All approved projects for implementation are aligned with IA programs
8	Transfer of Knowledge to youth professionals	Young Professionals	Capacitated NIA Professionals	4	4	16	High	(1) High	1. Recommended and required young professional training program for funding 2. Implement irrigating and extension regarding crop production 3. Partnership on conducting research projects regarding modern irrigated crop production technologies	January 2021	In progress	Continuing activity All approved projects for implementation are aligned with IA programs
9	Potential irrigable area are still high	NIA IDNs/IDNs	Area area generated	5	5	9	Medium	(1) Medium	1. Locate and validate new potential irrigable area 2. Prepare a Pre-Feasibility study for the new projects	January 2021	In progress	Continuing activity All approved projects for implementation are aligned with IA programs
10	Strong linkages with other agencies through execution of Memorandum of Agreement (MOA)	Convergence initiative / Multi-agency collaboration	1. Strong support to NIA Projects	1	1	9	Medium	N/A	1. Active participation by NIA in various convergence initiatives 2. Implement irrigating and extension regarding crop production 3. Partnership on conducting research projects regarding modern irrigated crop production technologies	January 2021	In progress	Continuing activity All approved projects for implementation are aligned with IA programs

Prepared by

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NATIONAL IRRIGATION ADMINISTRATION

CENTRAL OFFICE

Annex C

PESTLES ANALYSIS

Department: Engineering Department
Division: Project Planning Division





**NATIONAL IRRIGATION
ADMINISTRATION
DESK MANUAL
PROJECT PLANNING DIVISION**

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National Irrigation Administration
Project Planning Division-Engineering Department
PESTLES Analysis
As of June 30, 2021 (Revision No. 2)

Political
Change in Political Leadership in the Government.
Political influences affecting all NIA ongoing projects.
Proposed projects are endorsed by LGUs
Economic
Price Escalation and Inflation.
Social
Established linkages with our relevant interested parties (e.g. NCIP, LGU, etc.)
Technological
Available new technologies to improve feasibility study, detailed engineering and construction practices.
Availability of sophisticated equipments and software for planning.
Legal
New governing laws that may result to creation of new NIA Guidelines to comply.
Updates of amendments on IRR of RA 9184 per approved Government Procurement Policy Board (GPPB) resolution or circular.
Irrigation structures and facilities are compliant to National Building Codes and International Standards such as International Commission on Large Dams (ICOLD), United States Bureau of Reclamation (USBR), etc.
Environmental
Climate Change affecting project preparation, construction and implementation.
Rapid urbanization
Intrusion to ancestral domain and protected areas
Excessive floods as well as drought due to climate change and watershed degradation.
Security
Peace and Order Situations causes delay in project development and implementation.
Safety and security against hazards at field area

Prepared by:

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Management Section

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Head, Project Investigation and
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Reviewed by:

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HANZEL NONILON B. DE GUZMAN
Head, Plan Formulation and
Packaging Section

OTHELLO L. RAZON
Head, Land and Water Resources
Section

Approved by:

LYDIA S. ESGUERRA
Manager, Engineering Department



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Annex D

SWOT ANALYSIS

Department: Engineering Department
Division: Project Planning Division

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National Irrigation Administration
 Project Planning Division - Engineering Department (Central Office)
SWOT Analysis
 As of June 30, 2021
 Revision No.3

	Helpful Strengths (a)	Harmful Weaknesses (b)
	Internal	
	• Clear direction from Top Management (4 point Agenda) and strong support from the Top Management • Complete discipline/specialist of trained personnel for Pre-FS and FS • Competent Technical Personnel committed to achieve objectives of the department • Substantial project implementation funds	• New NIA guidelines/ standards for the conduct of project preparation/ development • Majority of staff have limited experience • Lack of modern tools, equipment and softwares • Lack of manpower to cover all request for technical assistance from RIOs/LGUs and other offices • Slow utilization of funds • Limited experienced discipline at the Regional Offices for project preparation

	Helpful Opportunities (c)	Harmful Threats (d)
	External	
	• NIA-DA collaboration on crop diversification and land use • ODA Funds for project preparation and implementation (PK, AIB, ADB, WB) • High potentials for Solar/Hydropower generation in reservoirs and irrigation canals (ex. Lighting, self sufficient power for automation of irrigation facilities, etc. • NIA-DENR collaboration on Watershed Management supporting irrigation systems • Strong Linkages with other agencies through execution of Memorandum of Agreement (MOA)	• Rapid urbanization • Intrusion to ancestral domain or protected areas • Climate change, weather disturbances and other force majeure • Changes in Statutory requirements (environmental and social safeguards) that would affect existing NIA policies • Reduction of proposed government budget for project preparation • Land conversion from agriculture to other land uses • Covid-19 and other pandemic virus • Watershed degradation



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External	• Introduction and development of new technology • Transfer of knowledge to young professionals • Incorporation of potential sources of income such as hydropower, solar power, and others in project design • Potential irrigable area are still high	• Unexpected adverse project site condition (ex. terrain, geologic condition, etc.) • Limited resources in terms of staff, budget and infrastructure/equipment • Multiple engagement by the consultants/contractors causing delay in the review of FS/DE and the project implementation • Peace and Order situations causes delay in project implementation • Political influences affecting all NIA ongoing Projects • Local opposition affecting the implementation of the project. • decreasing numbers of farmers and workers engaged in agriculture. • perennial problem on right of way that causes delays in project completion • High irrigation development cost
----------	--	---

Prepared by:

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OIC, Environmental and Watershed
Management Section

HANZEL NONILONKO-DE GUZMAN
Head, Plan Formulation and Packaging
Section

ARIEL M. BAÑA
Head, Project Investigation and Validation
Section

OTHELLO L. RAZON
Head, Land and Water Resources Section

Reviewed by:

REYNALDO L. BALOLOY
Manager, Project Planning Division

Approved by:

LYDIA S. ESGUERRA
Manager, Engineering Department

	NATIONAL IRRIGATION ADMINISTRATION DESK MANUAL PROJECT PLANNING DIVISION	Document Code:	NIA-EOS-ENG-DM-001
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NATIONAL IRRIGATION ADMINISTRATION

CENTRAL OFFICE

Annex E

LIST OF RELEVANT INTERESTED PARTIES

Department: **Engineering Department**
Division: **Project Planning Division**



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National Irrigation Administration
 Project Planning Division-Engineering Department (Central Office)
Relevant Interested Parties (RIPs) Matrix
 As of June 30, 2021 (Revision No. 4)

No.	Relevant Interested Parties (RIPs) (1)	Requirements of RIPs from NIA (2)	How the requirements are satisfied (3)	Issues arising from RIPs (4)
1	Armed Forces of the Philippines (AFP) and Philippine National Police (PNP)	Coordination for security of personnel/contractors and assets during project implementation	NIA-AFP/PNP Memorandum of Agreement (MOA)	Lapses in coordination at field level resulting to loss of lives and assets.
2	Department of Budget and Management (DBM)	Zero or minimal unutilized funds for project preparation and implementation	Realistic programming of projects within the absorptive capacity of the agency	Delayed implementation of contracts in project preparation and construction resulting to large amount of unutilized funds
3	Project Affected People (Indigenous Peoples, Informal Settlers & Landowners)	Reasonable compensation/Resettlement	Regular consultations/dialogue and negotiations	Low payments of Right of Way (ROW) through expropriation
4	Consultants	Timely review/acceptance of deliverables	Regular technical discussions on outputs to facilitate acceptance	Delayed acceptance/payments of deliverables /accomplishment
5	National Economic and Development Authority (NEDA) and Department of Finance (DOF)	Submission of project studies with complete documentary requirements for Official Development Assistance (ODA)	Advance screening of technically and economically feasible projects with complete details	Unrealistic costings and accounting of economic benefits. Likewise, delay in compliance of documentary requirements



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No.	Relevant Interested Parties (RIPs) (1)	Requirements of RIPs from NIA (2)	How the requirements are satisfied (3)	Issues arising from RIPs (4)
6	Department of Environment and Natural Resources (DENR)	Compliance to statutory requirements (Tree cutting permit, ECC, GSUP, NIPAS, etc.) Collaboration in the rehabilitation of degraded watersheds supporting irrigations systems/projects	Secure permits/certificates prior to project implementation. Likewise, regular monitoring of mitigation and Impacts NIA to secure continuous funding for rehabilitation of watersheds outside the coverage of DENR	Violations of issued permits, certificates and other instrumentalities 1. Delayed approval and issuance of permits 2. No formulated management plans for Implementation
7	National Commission of Indigenous People (NCIP)	Compliance with statutory requirements.	Securing permits such as Certificate of Pre Condition (CP) and Certificate of Non Coverage.	Delayed approval and Issuances of permits.
8	Engineering Staff	Development of competencies	Provision of trainings, coaching, mentoring	Depletion of trained personnel due to better opportunities outside of NIA
9	National Grid Corporation of the Philippines (NGCP)	Compliance with the statutory requirements (The Phil. Grid Code)	NIA to submit documents relative to the Grid Connection Procedure for Load Customers.	Delayed evaluation approval of submitted documents.
10	Department of Energy (DOE)	Compliance with the statutory requirements. (Department Circular, DOE Act of 1992, EP/IR Act of 1992)	NIA to submit the secured certification from the Transmission Network Provider (NGCP) as requirement for Application to Direct Connection to the Grid.	Delayed evaluation and approval of application



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No.	Relevant Interested Parties (RIPs) (1)	Requirements of RIPs from NIA (2)	How the requirements are satisfied (3)	Issues arising from RIPs (4)
11	China and Korean Export-Import Bank (EXIMBANK), World Bank, Japan International Cooperation Agency (JICA) and other Financing Institutions	Compliance of Documentary Requirements, submission of Project Status (Physical and Financial) Accomplishment	Timely submission of Project Status (Physical and Financial) Accomplishment and other documentary requirements.	Unutilized funds, Closing of Loans and Lapse of Funds.
12	Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA)	Memorandum of Agreement (MOA), submission of the reports where PAGASA data to be use and submission of data required	Securing of MOA and submission of reports	Non-securing of the MOA and the reports required
13	Department of Science and Technology (DOST)	Memorandum of Agreement (MOA) on data sharing where reports on the use of data be also shared to DOST	Execution of MOA and submission of reports, data and information needed	Absence of MOA on data sharing
14	National Mapping and Resource Information Authority (NAMRIA)	Request letter signed by the Administrator with attachment of area coverage of the concern area, Memorandum of Understanding (MOU)	Securing of request letter and MOU	Delay submission of request letter
15	National Water Resources Board (NWRB)	Memorandum of Agreement (MOA) and payment of water rights allocated	Securing of water permits and timely payment of water rights allocated	Non-securing of water rights and non-payment of water rights
16	Academe	Memorandum of Understanding (MOU), and submission of the reports and data required	Securing of MOU and submission of reports and data required	Non-submission of the required reports and data



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No.	Relevant Interested Parties (RIPs) (1)	Requirements of RIPs from NIA (2)	How the requirements are satisfied (3)	Issues arising from RIPs (4)
17	Local Government Units (LGUs)	Coordination for the background of project, activity to be conducted and security of personnel/contractors and assests during project implementation	Immediate communication and courtesy call to the concern LGUs	No communication and no courtesy call conducted
18	Other NIA Departments/Offices	Timely completion of FS and DE, project implementation, technical support	Enforcement of the Terms and Conditions in the contract	Incomplete FS, slow disbursement of funds
19	NIA Regional Offices (RIOs), Irrigation Management Offices and Project Management Offices	Approved Pre-Feasibility Report (Pre-FS), Approved Feasibility Report (FS), Approved Program of Work (POW), Terms of Reference (TOR), Approved Outsourced FS Report	Timely submission of the Pre-Feasibility Report (Pre-FS), Feasibility Study Report (FS), Terms of Reference (TOR), Outsourced FS Report, and Program of Work (POW).	Incomplete/Delayed/Non-submission of the Pre-Feasibility Report (Pre-FS), Feasibility Study Report (FS), Terms of Reference (TOR), Outsourced FS Report, and Program of Work (POW).

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ANNEX F

Table 1: Projects with Service Area of more than 1000 has
Documentary Requirements

DOCUMENTARY REQUIREMENTS	PROGRAM						
	Project-ID	Pre - Feasibility Study	Feasibility Study		Detailed Engineering		Others: SEIA, ETC.
			by Admin	by Contract	by Admin	by Contract	
Program of Works	✓	✓	✓		✓		✓
Project-Identification Report		✓					
Pre-Feasibility Study Report			✓	✓			
Feasibility Study Report					✓	✓	✓
Terms of Reference				✓		✓	✓

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Table 2: Projects with Service Area of less than 1000 has of (CIP, SIP, PIP wit SA < 1000 has)

DOCUMENTARY REQUIREMENTS	PROGRAM						
	Project-ID	Pre-Feasibility Study	Feasibility Study		Detailed Engineering		Others: SEIA, ETC.
			by Admin	by Contract	by Admin	by Contract	
Program of Works	✓		✓		✓		✓
Project-Identification Report			✓	✓			
Pre-Feasibility Study Report							
Feasibility Study Report					✓	✓	✓
Terms of Reference				✓		✓	✓

**all documentary requirements are for proposed new projects. If updating/reformulation of Feasibility Study, submit previous completed FS Report.*