

ISSUANCE OF CERTIFICATION OF IRRIGATION COVERAGE

Schedule of Availability of Service: Monday to Friday
8:00 a.m. to 12:00 noon
1:00 p.m. to 5:00 p.m.

What are the Requirements:

1. Letter-request from applicant for the issuance of a CIC.
2. Special Power of Attorney, if the petitioner is other than the owner of the land.
3. Two (2) photo copies of TCT or OCT duly authenticated by the Register of Deeds or applicant may present original of TCT/OCT for authentication by the Records Officer of the NIA Office receiving the request for CIC.
4. Location and vicinity map including barangay, municipality and province including prominent landmarks such as roads, buildings, subdivision, etc.

Optional Documentary Requirements (To facilitate processing)

1. Certified photocopy of zoning certification from the HLURB Regional Office when the subject land is within a municipality/city with an approved comprehensive land use/zoning ordinance certified by HLURB (LUC Form No. 2, series of 1994).
2. Certified photocopy of certification of the Provincial Planning and Development Coordinator that the proposed use conforms with the approved comprehensive land use plan when the subject land is within a city/municipality with a land use plan/zoning ordinance approved by the Sangguniang Panlalawigan (SP). The certification should indicate the SP Resolution Number and the date of the approval of the Land Use Plan (LUC Form No. 3, s. 1994).

Maximum No. of Days to Process: 15 working days as per NIA MC No. 35, s. 1996

HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of activity (Under Normal Circumstances)	Person Responsible	Fees	Location/Office
1	Submit formal letter of request with complete attachment	Receive letter-request and forward to Engineering & operations Division	5 minutes	Elnora E. Melchor	None	Office of the Regional Manager, 3 rd Floor, 2 nd Bldg.
		Conduct actual field evaluation and verification. Request client to pay fee to the cashier	(depends on the distance of the site)	Frank L. Maximo		Engineering & Operations Division, 1 st Floor, 2 nd Bldg.
2	Pay to the Cashier	Process payment and issue Official Receipt	5 minutes	Cresilda A. Budikey	P 500.00/title	Finance Section, 1 st Floor, 1 st Bldg.
3	Present Official Receipt to the Administrative Section	Issue LUC Form No.4	2 minutes	Rita L. Afidchao	None	Administrative Section, 2 nd Floor, 2 nd Bldg.
4	Sign on portion release of request/s of the LUC Form No. 4 signifying the personal receipt of the released form	Release the LUC From No. 4 to client	3 minutes	Rita L. Afidchao	None	Administrative Section, 2 nd Floor, 2 nd Bldg.
END OF TRANSACTION						