



Office Address: National Government Center  
EDSA, Diliman, Quezon City, Philippines  
Telephone Nos.: (02) 929-6071 to 78  
Website: www.nia.gov.ph

Telefax No. (632) 928-9343  
TIN No. 000-916-415

MC No. 19, s. 2018

**MEMORANDUM CIRCULAR**

**TO : THE SENIOR DEPUTY ADMINISTRATOR, THE DEPUTY ADMINISTRATORS, DEPARTMENT/ REGIONAL/ PROJECT/ MANAGERS AND OTHER CONCERNED**

**SUBJECT : INFORMATION ON WHEREABOUTS**

The geographic area of the Regional Irrigation Managers (RIMs)/ Department Managers (DMs)/ Project Managers (PMs) and Division Managers of Irrigation Management Offices (IMOs) where they are stationed is considered as their "area of jurisdiction". Thus, they are accountable to all occurrences within their area of jurisdiction.

In view hereof, it is hereby directed that all RIMs/ DMs/ PMs and Division Managers of IMOs shall submit to the Office of the Deputy Administrator for Administrative and Finance hierarchy of personnel to steward their respective offices whenever he/she is out of office, when on official business or attending to personal activities, copy furnished the Office of the Manager, Public Affairs and Information Staff.

Moreover, it shall be observed at all times that all RIMs/DMs/PMs and Division Managers of IMOs shall provide the Office of the Manager, Public Affairs and Information Staff (point office) an advance notice/ information/ permission of any plan to leave his/her respective area of jurisdiction for proper/ efficient coordination and monitoring of the status of the office program of activities from time to time, copy furnished the Office of the Deputy Administrator for Administrative and Finance.

For strict compliance.

  
**GEN RICARDO R. VISAYA (Ret)**  
Administrator

03-12-18  
Date