

MC # 60 s. 1967

MEMORANDUM CIRCULAR

TO : All Regional Irrigation Engineers,
Provincial Irrigation Engineers,
Irrigation Superintendents and Pro-
ject Engineers; Supply Officers
and Property Custodians
National Irrigation Administration

SUBJECT : Transfer of Property from one Accountable
Officer to Another and Transfer of Officers
and Employees Having Property Responsibility
from one Province to Another.

*Memorandum
copies of this rule
mailed 9/8/67
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It has come to the attention of this office that transfers of supplies, materials, and equipment from one accountable officer to another or when officers and employees having property responsibility are transferred from one province to another, are effected without furnishing the necessary information and/or data the N I A Property and Procurement Division of the Engineering Department which is responsible for all N I A assets.

In this connection, attention is invited to the following pertinent provisions of the National Accounting and Auditing Manual:

"SEC. 518. Transfer of property from one accountable officer to another of the same bureau or office.-- In the event of the transfer of supplies, materials, and equipment from one accountable officer to another, an inventory thereof shall be taken jointly by the outgoing and the incoming officers, and a receipt passed on the basis of such inventory. No officer accountable for property will be relieved from his accountability except upon presentation of a receipt duly accomplished by his successor covering the full value of the property claimed to have been transferred.

Such inventory shall be certified as accurate by the said officers and approved by the chief of the bureau or office."

"SEC. 519. Transfer of officers and employees having property responsibility from one province to another. -- When officers and employees having property responsibility are transferred from one province to another, copies of the order making the transfer shall immediately be sent and mailed to the Auditor's representative in Manila and the Provincial Auditor at the capital of the province to which the said officers and employees are transferred."

In view thereof, it is desired that henceforth the Property and Procurement Division should be informed accordingly of all transfers of accountability.

Strict compliance hereon is enjoined.

ALFREDO L. JUINIO
Actg. Administrator

Sept. 6, 1967

BRC/eqp

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