

MC # 72, s. 1968

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION ENGINEERS  
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : Submission of Names of NIA Employees Preparing  
Disbursement, Collection, and other Accounting  
Reports to the Central Office

You are hereby directed to submit immediately (Attn: Training Officer, Personnel and Training Division, this Office) a list of employees in your Region who are preparing the following reports to the Central Office:

1. Report of Disbursement
2. Report of Statement of Account Current
3. Report of Collections
4. Report of Abstract of Bills Rendered
5. Report of Issuance of Official Receipts
6. Monthly Reports Accountability for Official Receipt
7. Remittance Advise

The list to be submitted should show the information as contained in the attached Enclosure No. 1.

This report shall be used as basis for the selection of participants in a seminar pertaining to the proper accomplishment of these reports.

Strict compliance hereof is hereby enjoined.

*04*  
ALFREDO L. JUINIO  
Acting Administrator

October 1, 1968

JCO/gtb

*10/1*

*10/2 - 5:10 PM*

FLV -

AVR -

ORIGINAL RECEIVED

*10/2*  
*Jesus C. Campas*