

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 3, s. 1969

MEMORANDUM CIRCULAR

TO : ALL REGIONAL & PROVINCIAL IRRIGATION ENGINEERS,  
IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE  
OF IRRIGATION SYSTEMS, PROJECT ENGINEERS, CASHIERS,  
SDO, COLLECTING OFFICERS AND OTHER ACCOUNTABLE  
OFFICIALS & EMPLOYEES


SUBJECT : Cancellation of Existing Bond and Accomplishment of  
New Applications for Bond to Conform to Actual  
Working Capitals

It has been noted that bond premiums currently paid to the Bureau of Treasury are not commensurate with the amount of working capital of certain accountable officials as these were reduced as a result of the implementation of the Common Fund System.

To correct such situation and at the same time to effect savings from present bond premium expenses incurred by our office, all active accountable officials and employees of this Office are required to cancel their existing bonds and to apply for a new one by properly accomplishing seven (7) copies of Form 57-A (Request for Bonding and/or Cancellation of Bond), attaching three (3) loose copies of their bust photograph, size 3" x 4", and submitting these to the Central Office within two (2) weeks upon receipt hereof for Regions 1-4 and within four (4) weeks for Regions 5-8. The corresponding amount of bond for each accountable officer is shown in the attached list.

In addition to the above, Chiefs of field offices are required to submit a list of accountable officials and employees under their jurisdiction, including information asked for in the attached MC # 48, s. 1967.

Your cooperation and immediate compliance is enjoined.

  
ALFREDO L. JUINIO  
Acting Administrator

January 15, 1969  
JVL/abq

COPY FURNISHED:

The Assistant Administrator  
Management Staff  
Records Division