

Republic of the Philippines  
NATIONAL IRRIGATION ADMINISTRATION  
Quezon City

MC # 18, S. 1969

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION ENGINEERS

SUBJECT: Delays in the submission of Disbursement Reports


It has been observed that in most cases Disbursement Reports are submitted to the Central Office almost one month after the end of the cash payment period. Should this practice persist, the working capital provided Cashiers and SDO's in the amount of two times the average monthly disbursement may not be sufficient. In view of the limited cash available for working capital, the preparation of Disbursement Reports and processing should be expedited.

Disbursement Reports for an average semi-monthly disbursements should be finished in two or three days, as experienced here in the Central Office by Mr. Miguel Perey, Central Office Cashier. Allowing 2 days for processing by officials, and 5 days transit (by air cargo), said reports should be received in this Office in about 10 days instead of the present average of 30 days.

You are therefore directed to look into the procedure followed by the different Cashiers in your Region and institute remedial steps to expedite submission of the Disbursement Reports. If the necessary remedial steps are beyond your administrative control, report same to the Central Office for appropriate action.

Submittal of reports on steps taken within 10 days after receipt hereof is directed.

Strict compliance hereof is enjoined.

  
ALFREDO L. JUINIO  
Acting Administrator

May 21, 1969