

Republika ng Pilipinas
PAMBANANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Gusaling APC, Quezon Memorial Circle
Diliman, Lungsod ng Quezon

MC # 31, s. 1970

MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS AND STAFFS;
REGIONAL, PROVINCIAL, PROJECT IRRIGA-
TION ENGINEERS; IRRIGATION SUPERINTEN-
DENTS AND OFFICERS-IN-CHARGE OF IRRI-
GATION SYSTEMS
This Office

SUBJECT : Approval of Appointments

To supplement further the guidelines prepared under MC # 20, s. 1970 facilitating the processing of appointments in this Office, the following arrangements shall be followed effective this FY 1970-1971:

A. Monthly Appointments

I. All personnel action slips in the Central Office shall be approved by the Administrator,

II. Appointments above R-42;

Appointing Official - Administrator
Approval - Board of Directors

III. Appointments up to R-42;

Appointing Official - Assistant Administrator
for the Administrator
Approving Official - Administrator

B. Daily Appointments

I. Field Appointments

a. Renewals of daily appointments shall be approved by the Chief of the Administrative Department for the Administrator,

b. The covering master lists for renewals shall be approved by the Assistant Administrator for the Administrator.

c. Original appointments, re-employment or re-instatements and all appointments involving change of designations shall be approved by the Assistant Administrator for the Administrator.

d. The covering master lists for item (c) above shall be approved by the Administrator.

e. Appointments of laborers for 1 month or less which are approved by the Regional Irrigation Engineers in accordance with MC # 41, s. 1968 and MC #20, s. 1970 shall be noted by the Administrative Officer for the Administrator.

II. Central Office Daily Appointments

1. Personnel action slips which are prepared for original appointments and requests for renewal of appointments shall be approved by the Administrator.

2. Daily appointments shall be approved by the respective Department/Staff Heads for the Administrator, on the basis of approved Personnel Action Slips.

3. Covering master lists shall be approved by the Assistant Administrator for the Administrator.

The Administrator shall be furnished true copies of all master lists which have been approved for him.

All delegations enumerated above are hereby authorized by the undersigned in accordance with Board Resolution No. 1307, series 1970.

All other memoranda in conflict herewith are hereby modified or revoked accordingly.

Strict compliance is enjoined.


ALFREDO L. JUINIO
Administrator

July 2, 1970