

MC NO. 33, 1970

MEMORANDUM SECULAR

TO : The Project Manager and Project Engineers  
Dam & Reservoir Division and Irrigation  
Works Division, UPRP

FROM : The Administrator, NIA

SUBJECT: Approval of Appointments

To supplement further the guidelines prepared under MC No. 31, s. 1970 facilitating the processing of appointments in this Office, the following arrangements shall be followed effective this FY 1970-71:

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 - Project Manager for the  
Administrator  
Approving Official - Administrator

B. Daily Appointments

I. Field Appointments

a. Renewals of daily appointments shall be approved by the Project Manager for the Administrator.

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

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

- 2 -

- d. The covering master list for item (c) above shall be approved by the Administrator.
- e. Appointments of laborers for a month or less which are approved by the Project Engineers in accordance with MC No. 41, s. 1968 and MC No. 20, s. 1970 shall be noted by the Business Manager 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 Project Manager for the Administrator, on the basis of approved Personnel Action Slips.
3. Covering master lists shall be approved by the Administrator.

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.

(SGD,) ALFREDO I. JUINIO  
Administrator

August 12, 1970

*original - UPRP*