

MC # 52 S. 1970

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION ENGINEERS AND OFFICERS-IN-CHARGE
of Regional Office
This Agency

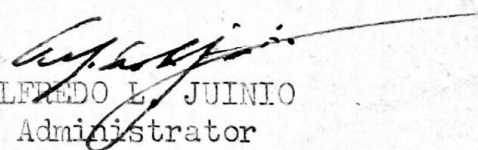
SUBJECT : RESIGNATION OF NIA MONTHLY PAID EMPLOYEES

To facilitate prompt action on letters of resignation of NIA monthly paid employees, it is hereby directed that the corresponding acceptance of resignation in triplicate, duly signed by the Head of the Regional Office concerned be attached to same.

It is further directed that the contents hereof be widely disseminated to your respective field offices.

Enclosed is the prescribed form for acceptance of resignation.

Strict compliance hereon is enjoined.


ALFREDO L. JUINIO
Administrator

AFS/fat

ACCEPTANCE OF RESIGNATION

_____, 19 ____

Sir :

In reply to your letter of _____, 19 __ tendering your resignation from the position of _____ in this Office, I have the honor to inform you that the same is hereby accepted to take effect at the close of business on _____ or _____.

Your services while employed in this Office have been (very satisfactory)
(satisfactory) and
(Unsatisfactory)
your future application for reinstatement may (be) favorably considered.
(not be)

Very respectfully,

(Official designation)

Recommended by :

(Official Title)

Noted:

Commissioner of Civil Service

N.B. -The effective date of the resignation should not, unless extraordinary reasons exist, be later than the last day of actual service. No resignation presented by an employee who has applied for retirement or is facing administrative charges should be accepted until the case is finally decided by proper authorities.

ncd...
8-22-69