

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

MC # 5 S. 1971

MEMORANDUM CIRCULAR

TO : ALL CHIEFS OF DEPARTMENTS AND STAFFS; REGIONAL, PROVINCIAL,  
PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS  
AND OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS.  
This Agency

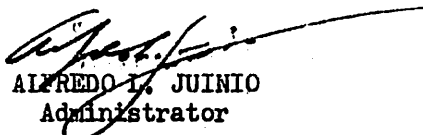
SUBJECT : HIRING OF BINDERY HELPERS

Effective immediately, the hiring of new Bindery Helpers shall no longer be allowed because it has been observed that the same is being resorted to in order to accommodate non-eligibles. If services of additional personnel are needed to do clerical work which includes binding and filing, recommendees may be proposed as clerical aides. However, said recommendees should be at least third grade civil service eligibles. Non-eligibles may only be appointed to such positions upon presentation of evidence that there are no eligibles available as certified by the Civil Service Commission, Manila, or the Civil Service Regional or District Offices; or if eligibles decline employment.

Any appointment proposal not conforming with the herein instructions and requirements shall be returned by this Office without action.

This Memorandum Circular supersedes all previous instructions issued inconsistent herewith.

Strict compliance hereon is enjoined.

  
ALFREDO L. JUINIO  
Administrator

JANUARY 27, 1971

APN/Pat.