

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

MC # 15(b), s. 1971

MEMORANDUM CIRCULAR

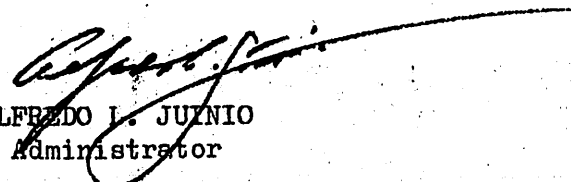
TO : ALL CHIEFS OF DEPARTMENTS AND STAFFS;  
SPECIAL PROJECT MANAGERS; REGIONAL,  
PROVINCIAL AND/OR PROJECT IRRIGATION  
ENGINEERS; IRRIGATION SUPERINTENDENTS;  
OFFICERS-IN-CHARGE OF SYSTEMS AND ALL  
OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : Supplement to Memorandum Circular No. 15  
and 15(a), s. 1971 Re - Guidelines for  
Submission of Requests to Render Overtime  
Work

Supplementing our Memorandum Circular # 15, and 15(a), s. 1971 regarding our guidelines for submission of request to render overtime work, you are hereby informed that effective December 1, 1971, no personnel should be allowed to work continuously without any day off, for a period exceeding one month. For extremely unavoidable circumstances, prior approval of this office should be secured.

Particularly with respect to Watchmen or Security Guards, overtime services should be rendered on Saturdays, Sundays and Holidays only for a period of one month during one quarter. During the next two months within the quarter, other personnel should be designated to render overtime services during Saturdays, Sundays and Holidays on a monthly rotation basis.

In view hereof, it is hereby directed that the corresponding schedule of overtime services by the different personnel involved including Watching and Security services in the different offices should be submitted to this office for notation.

  
ALFREDO L. JUINIO  
Administrator

November 18, 1971