

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

NC # 31, s. 1971

MEMORANDUM CIRCULAR

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

SUBJECT : Guidelines to be Followed in Sending Telegraphic  
Messages

In view of the expected increase in costs of sending telegraphic messages through the Bureau of Telecommunications starting July 1, 1971 and due to the expected cancellation of the nominal rates being charged by the Bureau of Telecommunications, the following are the guidelines to be adhered to in sending telegraphic messages from the Central Office to the field offices and vice-versa:

1. Urgent messages that can not be taken up thru air mail without prejudice to the public interest.

Messages regarding request and/or transmittal of sub-allotment advices, checks, approval of appointments and similar matters need not be taken thru telegram. These information will not serve as authority to disburse or pay salaries. The duly signed papers have to be actually received before implementation can be done.

2. Information on major damages to facilities that cause paralization of irrigation service for the whole or major portions of the system or construction activities.

Minor damages affecting small portions of the irrigation system or limited area of construction operations should be taken up thru air mail.

3. Information required thru telegrams by the Administrator.

Call-up for delayed reports can be minimized by sending letter reminders before the deadline, with instruction for the other party to write back


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when the reports will be forwarded or if such report will be delayed, expected time of delay and reasons for the delay.

Telegram requesting funds or supplies and materials can be minimized by keeping an up-to-date record of cash position and inventories, so that request can be sent in advance. The other party, upon receipt of such request should write back on expected compliance with the request and if compliance can not be expected, reasons therefore.

The immediate objective of these guidelines is to economize in the costs of sending messages and at the same time give these telegraphic messages the importance that they deserve. Action on matters covered by telegraphic messages should be therefore given immediate attention in preference to communications sent through airmail or ordinary mail.

Strict compliance is hereby enjoined.

  
ALFREDO L. JUINIO  
Administrator

Encl.: a/s

May 31, 1971

AS/pdb

KAW  
NIPANING TELEKOMUNIKASYON