

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

MC # 32, s. 1971

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATOR; CHIEF, TREASURY
DEPARTMENT; CHIEF, FINANCIAL PLANNING AND
CONTROL DIVISION; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Implementation of Proposed Management Information
Reports (Continued)

Supplementary to our previous Memorandum Circular Nos. 3 and 9, series of 1971, for the improvement of our management information system, attached herewith is an additional monthly report designated as STATUS OF CASH AVAILABILITY BY FUNDS to be accomplished by the Corporate Treasurer.

This report informs management of cash balance of each fund at the end of the month for the following month's operation.

The report shall be due on the fifth day of the following month.

Copies of the report shall be furnished to the following:

1. Administrator - one copy
2. Assistant Administrator - one copy
3. Management Staff - two copies
4. Financial Planning and Control Division - one copy
5. Treasury Department - one copy

In view of the need for timely reporting so as to maximize their value for purposes of control, it is hereby directed that the above-mentioned report be prepared and accomplished on time. The initial report shall be for the month of May 1971.

Strict compliance is hereby enjoined.


ALFERDO L. JUINIO

May 28, 1971

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FOR THE COMMISSIONER

REPORT

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