

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Agricultural Productivity Commission Building
Quezon Memorial Circle
Lungsod ng Quezon

MC # 34, s. 1971

MEMORANDUM CIRCULAR

TO : ALL REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS;
IRRIGATION SUPERINTENDENTS, OFFICERS-IN-CHARGE OF
IRRIGATION SYSTEMS; PROJECT ENGINEER AND CASHIERS
OR SPECIAL DISBURSING OFFICERS; THE PROJECT MANAGER,
NIA-ADB COTABATO IRRIGATION PROJECT AND PROJECT CO-
MANAGER, NIA-UNDP GROUNDWATER DEVELOPMENT PROJECT
National Irrigation Administration

SUBJECT : Submission of Appointments of Personnel on the
Daily Basis effective July 1, 1972

You are hereby reminded that the appointments of daily wage personnel will terminate on the 30th of this month. In order not to disrupt the normal operations in the field offices, you are hereby directed to submit the renewal of appointments of those employees whose services are still necessary as soon as possible to the Central Office.

Pursuant to NIA Board Resolution No. 1307, s. 1970, the undersigned hereby authorizes the Regional Irrigation Engineers, the Project Manager, NIA-ADB Cotabato Irrigation Project, and the Project Co-Manager, NIA-UNDP Groundwater Development Project to approve the renewal of appointments at the same designation and the same rate of the following employees under their respective jurisdiction provided the appointments are forwarded to the Central Office for attestation within fifteen (15) days from the date of effectivity.

1. Automotive Serviceman
2. Bindery Helper
3. Carpenter Shop Helper
4. Core Driller
5. Core Driller Helper
6. Ditchtender
7. Gatekeeper
8. Duplicating Equipment Operator
9. Mechanic Helper
10. Laborer
11. Survey Aide I
12. Janitor


(Appointments of Survey Aides II shall be accomplished on C.S. Form No. 33 and submitted to the Central Office for approval. Accordingly Annex "A" of MC #30, s. 1970 has been revised.)

It shall be the responsibility of the approving official to terminate the services of personnel whose services are no longer needed.

The guidelines enumerated under MC #20, s. 1970 from nos. 1 to 4 shall remain in force with the exception of Annexes "A" & "B" which have been revised.

Employees without approved appointments shall not be allowed to receive their wages after July 31, 1971.

This Memorandum Circular supersedes the provisions of MC #31, 1970, which are inconsistent herewith.


ALFREDO L. JUINIO
Administrator

June 16, 1971

AFS/atlas