MC # **21**, s. 1972

## MEMORANDUM CIRCULAR

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

SUBJECT : Submission of Personnel Report

The installation of the management information system is one
major tool which provides management with essential information
for effective planning and control. For this purpose, you are
hereby directed to accomplish the attached personnel report form
and submit it to this Office for evaluation and reference.

The personnel report shows the total number of personnel,
sick and vacation leaves taken, and the average number of days
of sick and vacation leaves per employee for each responsibility
center during the month. It will indicate the organizational
units which are incurring absences (sick or vacation leaves taken)
above standards that may be set. It may lead to further investi-
gations to ascertain the possible causes of absenteeism which may
be attributed to any of the following:

a) poor supervision
b) unhealthy working condition
c) boredom due to monotony or lack of work
d) low morale
e) lack of interest in their work
f) others.

The report may also be used for evaluating request for overtime.

Compliance is enjoined.

ALFREDO L. JUINIO
Administrator

Encl.: as stated
March 15, 1972

Exhibit 4
NIA Form No. MIS-4

**NATIONAL IRRIGATION ADMINISTRATION**
Diliman, Quezon City

PERSONNEL REPORT
FOR THE MONTH ENDING _____

| Responsibility Center Number | Responsibility Center | Number of Personnel as of _____ | Sick Leave Taken | | Vacation Leave Taken | |
|---|---|---|---|---|---|---|
| | | | Total No. of Days | Average Per Person | Total No. of Days | Average Per Person |
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Prepared by:                                    Certified Correct By:

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(Date)                                                        (Date)