

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC# 23, s. 1972

MEMORANDUM CIRCULAR

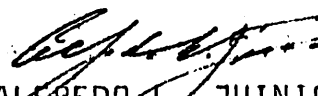
TO : ALL CHIEFS OF DEPARTMENTS AND STAFFS;
SPECIAL PROJECT MANAGERS; REGIONAL,
PROVINCIAL AND/OR PROJECT IRRIGATION
ENGINEERS; IRRIGATION SUPERINTENDENTS;
OFFICERS-IN-CHARGE OF SYSTEMS AND ALL
OTHERS CONCERNED
This Agency

SUBJECT : Clarification of MC# 15(b), s. 1971
Re: Guidelines for Requests to Render
Overtime Work

For the purpose of clarifying the procedure in the preparation of schedules of overtime services to be observed by employees involved in watching and security activities, it is hereby directed that the schedule of overtime services coming from the field offices shall be submitted to the undersigned, attention of the Chief Administrative Department for notation.

The Chief Administrative Department is hereby authorized to acknowledge and note the schedule as submitted but shall report to the undersigned deviations from existing policies and guidelines for appropriate action.

Compliance is enjoined.


ALFREDO L. JUINIO
Administrator

March 15, 1972