

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

MC # 25, s. 1972

MEMORANDUM CIRCULAR

TO : ALL REGIONAL, PROVINCIAL AND PROJECT  
ENGINEERS; IRRIGATION SUPERINTENDENTS  
AND/OR OFFICER-IN-CHARGE OF IRRIGATION  
SYSTEM; CASHIERS, DISBURSING OFFICERS  
AND FIELD ACCOUNTING PERSONNEL; AND ALL  
OTHERS CONCERNED  
National Irrigation Administration


SUBJECT : Proper Procedure of Answering Memoranda  
Sent to Field Offices Regarding Financial  
Matters

For the purpose of acquiring immediate information on the subject matter of the reply to a particular memorandum pertaining to financial matters sent to the field office, it is directed that said reply should be in the form of "Indorsements" instead of another memorandum and other form letters usually received from field offices.

By the use of Indorsement in answering a particular correspondence, be it 1st or 3rd, etc. Indorsement, the basic letter is retained, thus saving time and effort for the original sender of the letter to analyze the reply relative to the subject matter.

It is also necessary to cite the particular fund code involved when answering correspondence affecting two or more funds.

Compliance is hereby enjoined.

  
ALFREDO L. JUNIO  
Administrator

April 11, 1972

PAS/tc