

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

MC # 54, s. 1972

MEMORANDUM CIRCULAR

TO : THE ASST. ADMINISTRATOR; ALL CHIEFS OF
DEPARTMENTS; STAFFS AND DIVISIONS;
REGIONAL, PROVINCIAL AND PROJECT IRRIGATION
ENGINEERS; IRRIGATION SUPERINTENDENTS
AND/OR OFFICERS-IN-CHARGE OF SYSTEMS;
HEADS OF SPECIAL PROJECTS; CORPORATE
AUDITOR; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Designation of the Chief of the Operations
Department, NIA

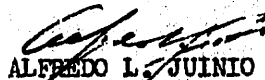
You are hereby informed that Mr. Eusebio N. Salazar, formerly Regional Irrigation Engineer of Region 3, Quezon City, has been designated and assigned as Chief, Operations Department, vice Mr. Conrado G. Mercado, Assistant Administrator, who was previously designated as the Acting Chief of the said department under memorandum dated July 26, 1971. However, Mr. Mercado, in addition to his function as Assistant Administrator will continue to take charge and supervise the field services of the Agency.

In view of this designation, Mr. Salazar is hereby authorized to perform the following delegated duties and responsibilities:

- a) To approve daily appointments in the Operations Department up to Range 48. (MC #46, s. 1972)
- b) To make emergency purchases of supplies, materials and equipment other than office supplies for use in the Operations Department in amounts not to exceed ₱1,000. (MC #8-a, s. 1967 as amended)
- c) To certify to the necessity and legality of vouchers for payment in amounts not to exceed ₱1,000.
- d) To approve requisition from stock of office supplies for use in the Operations Department.
- e) To recommend approval of labor Payroll of personnel in the Operations Department.
- f) To approve application for leave of absence of personnel in the Operations Department. (MC #21-a, 1967)

In order to avoid confusion during the takeover of responsibilities from the Engineering Department, the transfer of activities shall be made consistent with available manpower that will be assigned to the Operations Department from time to time.

Please be guided accordingly.


ALFREDO L. JUINIO
Administrator

September 21, 1972