

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

MC # 61, s. 1972

MEMORANDUM CIRCULAR

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

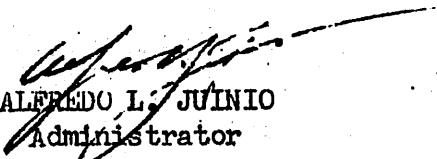
SUBJECT : Submission of Certificate of Travel Completed,
Certificate of Appearance or Equivalent, Used
Transportation Tickets and Reimbursement Expense
Receipt, if any, to the Corporate Auditor or
his Representatives concerned, after Completion
of Local Travel.

Effective immediately it is directed that all officers and employees shall, upon completion of their trip, submit forthwith to the Corporate Auditor or his authorized field representatives, if the official stations of the officers and employees are in the central office and field offices, respectively, the following documents:

- a. Certificate of Travel Completed
- b. Certificate of Appearance or equivalent
- c. Used transportation tickets
- d. Reimbursement Expense Receipts,
GF-3(A), if used to support claims
for reimbursement of expenses of more
than P4.00, such as Taxi fare, etc.

Strict compliance is hereby enjoined.

October 12, 1972
CONCURRED IN:


ALFREDO L. JUNIO
Administrator


ERNESTO PADRE
Corporate Auditor