

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

MC # 65, s. 1972

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION ENGINEERS; CHIEFS
OF PROJECTS; IRRIGATION SUPERINTENDENTS
AND OFFICERS-IN-CHARGE
This Agency

SUBJECT : Submission of Monthly Personnel Reports

It has come to my attention that many responsibility centers have not yet submitted their monthly personnel reports, pursuant to MC # 21, s. 1972. I would like to remind you that these reports to some extent reflect your effectiveness as chiefs of your respective organizations.

In this connection, you are directed to submit said personnel reports regularly within the first week of the month and together with a copy of the employee's application for leave of absence properly identified as to Responsibility Center Number, in support of your reported data and in compliance with MC # 22 s. 1967.

Strict compliance is enjoined.


ALFREDO L. JUNIO
Administrator

October 20, 1972
ACF/lbg