

Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
(TANGGAPAN NG TAGAPANGASIWA)  
Lungsod ng Quezon

MC # 69, s. 1972

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION ENGINEERS; PROJECT  
MANAGERS AND PROJECT DIRECTORS  
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : Delegation of Authority to Conduct Administrative  
Investigation

Pursuant to Presidential Decree No. 6 of the President of the Philippines, dated September 27, 1972, you are hereby authorized to conduct investigations of employees in your respective regions concerning the following:

- a. Dishonesty - falsification of official receipts
- b. Neglect of duty
- c. Disgraceful and immoral conduct
- d. Inefficiency and incompetence in the performance of official duties
- e. Discourtesy in the course of official duties
- f. Extortion
- g. Receiving for personal use a fee, gift, or other valuable thing in the course of official duties or in connection therewith when such fee, gift, or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons, or committing acts punishable under the anti-graft laws.
- h. Violation of existing civil service laws and rules or reasonable office regulations.
- i. Frequent unauthorized absences or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours.
- j. Habitual drunkenness.
- k. Gambling prohibited by law.
- l. Refusal to perform official duty or render overtime services
- m. Insubordination
- n. And such other cases that may be assigned by this Office from time to time.



## **II. GUIDELINES ON PROCEDURES TO BE FOLLOWED IN CONDUCTING INVESTIGATION**

- 1. If after preliminary inquiry, there seems to be a prima facie case, the investigator must notify the respondent and complainant in writing of the charges against the former and set the date, time and place of hearing in the same notice. The investigator should have evidence that the parties were duly notified.**
- 2. Respondent shall answer in writing within 72 hours, or before the date of the hearing. If he desires to waive the hearing, respondent should indicate this in his reply.**
- 3. At the scheduled date, complainant shall present his witnesses and evidences against respondent. The witnesses should submit their written statements and sworn to before the investigator.**

Respondent if he so desires, may be allowed to ask questions briefly to the complainant and his witnesses on matters that the latter have testified on.

- 4. After the complainant has presented his side, respondent shall present his evidences and witnesses. His witnesses should submit their written statements too and sworn again before the investigator.**

Complainant, if he so desires, maybe allowed to ask questions briefly to the respondent and his witnesses on matters that the latter have testified on.

- 5. Investigator may ask the witnesses of both sides questions for enlightenment or clarification.**
- 6. If witnesses testify verbally, the substance of their testimonies should be taken down and acknowledged by witnesses.**
- 7. The investigator is empowered to administer paths and issue subpoenas.**
- 8. The investigator evaluates the facts or evidences and makes a recommendation using guidelines issued by the Civil Service Commission.**

- 2 -

The investigation should be finished within ten (10) days from date of receipt of the order of the Administrator or written complaint of the complaining party. The report and recommendation should be submitted to the Administrator within five (5) days from the termination of the investigation.

A complaint filed by a private person should be in writing and subscribed and sworn to by the complainant.

Copies of the complaint or charges, if initiated from the field, should be furnished this Office before the start of the investigation.

However, if the Regional Irrigation Engineers, Project Managers or Project Directors are the complainants or respondents, the Administrator will assign other personnel to handle the investigation.

Attached hereto are some guidelines on the manner of conducting an investigation.

It is desired that administrative charges be disposed of in the most expeditious manner.

  
ALFREDO L. JOLINIO  
Administrator

October 26, 1972  
JLJ/van

ps

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

\_\_\_\_\_  
(Date)

MISSION ORDER  
NUMBER \_\_\_\_\_

TO: 1. \_\_\_\_\_  
(Name of members of security escort detail)

2. \_\_\_\_\_

3. \_\_\_\_\_

PROCEED TO: \_\_\_\_\_  
(Name and addresses of banks where withdrawals/  
deposits are made.)

\_\_\_\_\_  
\_\_\_\_\_

DURATION: \_\_\_\_\_  
(Expected time and date of mission)

\_\_\_\_\_

ROUTE OF ESCORT DETAIL \_\_\_\_\_

\_\_\_\_\_

VEHICLES TO BE USED: \_\_\_\_\_

\_\_\_\_\_

ADDITIONAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of officer in charge  
providing detail)

\_\_\_\_\_  
(Designation)