

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

MC # 30, s. 1973

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION ENGINEERS; AND OTHERS  
CONCERNED  
National Irrigation Administration

SUBJECT : Change of Official Stations of Field Personnel

It has come to our attention that there are reassignments of field personnel wherein the Central Office, particularly, the Administrative Department, the Financial Planning and Control Division and the Cashier's Office were not informed accordingly, such that the sub-allotments covering their salaries have been erroneously sent. There are cases wherein disbursing officers have cash items covering salaries of these reassigned employees.

To avoid such circumstances, it is hereby directed that regional engineers should immediately notify the Administrative Department, the Financial Planning and Control Division and the Cashier's Office of any reassignment of personnel in their respective regions indicating the date of assumption of duties so that proper allocation of funds to cover their salaries be effected.

Strict compliance is hereby enjoined.

  
ALFREDO L. JUINIO  
Administrator

May 16, 1973  
PVI