

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

MC# ³⁴~~34~~, S. 1973

MEMORANDUM CIRCULAR

MEMORANDUM TO: ALL EMPLOYEES
THIS AGENCY

S U B J E C T : Cleanliness & Beautification Campaign

This Office is involved in the massive drive for the cleanliness and beautification campaign being conducted by the Quezon City Government.

For this purpose, therefore, every NIA employee is directed to cooperate in intensifying this campaign by:

1. Cleaning his/her table, chair, (& shelves or cabinets, if any);
2. Throwing scratch papers, tissues, etc. in waste baskets provided in his/her respective office and outside the corridors;
3. Observing personal hygiene and sanitation in the proper use of comfort rooms; and
4. Providing ash trays for cigarette butts.

Furthermore, for a continuing program on cleanliness and beautification, the department heads and division chiefs are hereby instructed to set aside one Friday afternoon of each month (starting around 4:00 P.M.) for their subordinates to clear their drawers, tabletops, and shelves of unnecessary and piled-up papers, obsolete manuals, brochures, etc. It will also be the duty of all department heads to inspect regularly the divisions and sections under their jurisdiction as to cleanliness, orderliness, and its improvement for beautification purposes.

For strict compliance.


ALFREDO L. JUINIO
Administrator

May 24, 1973