

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

MC # 36, s. 1973

MEMORANDUM CIRCULAR

TO : REGIONAL IRRIGATION ENGINEERS; IRRIGATION
SUPERINTENDENTS OR OFFICERS-IN-CHARGE OF
IRRIGATION SYSTEMS; PROJECT ENGINEERS OR
OFFICERS-IN-CHARGE OF CONSTRUCTION PROJECTS;
CHIEF OF PROVINCIAL IRRIGATION OFFICES; CHIEF
OF REGIONAL OR GROUP POOL DEPOTS; CASHIERS/
DISBURSING OFFICERS; PROPERTY OFFICERS OR
PROPERTY CUSTODIANS AND OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Withholding of Salaries for late Submittal
of Equipment Reports

It has been observed that most field offices fail to submit on time "Monthly Equipment Utilization Reports" (EM3) and "Monthly Operation, Maintenance and Repair Cost Reports" (EM12) inspite of call-up letters. To facilitate preparation, these reports can even be handwritten in ballpen or indellible pencil. These reports are submitted at the end of each month and should be in the Central Office on or before the 15th of the succeeding month.

In view of the importance of these reports, it is hereby directed that effective July 7th, 1973, the Cashiers or Disbursing Officers of NIA offices shall withhold the salaries of the respective Chief of Office submitting late reports. Before the 7th day of every month, the Chief of Office concerned should submit the previous month reports to the respective cashier, otherwise his salary for the week and for succeeding weeks will be withheld until submittal is made. The cashier affixes his signature on the reports before same are forwarded to the central office.

By a local directive, the Chief of Office will set up a system to withhold the salaries of negligent personnel under him who have a hand in the preparation and submittal of these reports. He will submit to the cashier a list of the personnel involved. Any person not under his jurisdiction and causing any delay should be reported accordingly.

All cashiers or disbursing officers are hereby directed to get a list of all equipment operated and maintained by their offices from their respective property officers or property custodians as a guide on the number of reports to be expected. The list which should be updated every month will include all construction and transportation equipment whether operating or deadlined.

EM3 as revised shall be used only for equipment used in operation and maintenance of Systems and Force Account projects. EM3-a shall be used for equipment leased to contractors or other agencies.

The Chief of office referred to in this circular and the group of equipment for which the reports are submitted are as follows:

Irrigation Superintendents or Officers-in-Charge of irrigation system - for equipment used in the operation, maintenance and rehabilitation of the system.

Project Engineers or Officers-in-Charge of construction projects - for equipment used in the construction projects.

Chief of Provincial Irrigation Office - for equipment used by the provincial office and the construction and/or repair of communal irrigation projects.

Chief of Regional or Group Pool Depot - for equipment used by the Regional or group pool in the deployment, repair and maintenance of equipment under the depot, and all equipment in the depot not assigned elsewhere.

Regional Irrigation Engineer - for equipment used by the Office of the Regional Irrigation Engineer which are normally personnel transportation equipment.

Compliance hereof is hereby enjoined.


ALFERDO L. JUINIO
Administrator

LNM/lude:s
6-4-73