

(National Irrigation Administration)
Gusaling APC, Quezon Memorial Circle
Diliman, Lungsod ng Quezon

MC # 41, s. 1973

MEMORANDUM CIRCULAR

TO: ALL CASHIERS AND DISBURSING OFFICERS
National Irrigation Administration

SUBJECT: Withholding of Salaries for Late Submittal
of Irrigated Lots Reports

In view of the failure of many Irrigation Superintendents/Officers-In-Charge of national irrigation systems to submit the Report of Irrigated Lots for Agricultural Year 1972-73 on or before May 31st in compliance to Memorandum of this Office dated September 3, 1965, all cashiers and disbursing officers are hereby directed to withhold the salaries of their respective Irrigation Superintendent/Officer-In-Charge who have not submitted said report on or before June 30, 1973. Only when the cashier or disbursing officer has received a written notification or telegram from this Office may they resume paying the salaries of their respective Irrigation Superintendent/Officer-In-Charge, which shall be made upon receipt of the required Report of Irrigated Lots.

Thereafter, cashier or disbursing officer shall withhold the salaries of their respective Irrigation Superintendent/Officer-In-Charge whenever the latter has failed to submit the Report of Irrigated Lots on or before May 31st of every agricultural year.

Failure on the part of the Cashier and Disbursing Officer to comply with this directive shall subject them to disciplinary action.


ALFREDO L. JUINIO
Administrator

June 26, 1973

Irrigation System

Name of River: _____ Month of _____, 19__

Drainage Area: _____

Location of Gage: _____
 Barrio Municipality Province

Date	DISCHARGE OBSERVED*			
	Time:	Time:	Time:	Time:
1				
2				
3				
4				
5				
6				
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31				

Note*: For flood flow
 take several
 observations
 during the day

RECORDED BY:

 Signature

 Gatekeeper/Ditchtender

SUBMITTED BY:

 Irrigation Superintendent