

Lungsod ng Quezon

MC # 74, s. 1973

MEMORANDUM CIRCULAR

TO : ALL REGIONAL, PROVINCIAL, AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS/OFFICES AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : Further Delegation/Extension of Authority to Approve Applications for Leave of Absence

In line with this Agency's policy of decentralization of functions to field offices whenever practicable, the existing authority granted to Regional Irrigation Engineers under MC # 14, s. 1968, is hereby further extended to include approval of the following leave applications:

I. Requests for commutation of leaves of absence not exceeding sixty (60) calendar days.

The existing authority of Regional Irrigation Engineers to approve requests of employees in their respective regions for commutation of leaves up to a period of thirty (30) days is hereby extended up to sixty (60) calendar days. Commutation of leaves of Chiefs of Provincial Irrigation Offices, Systems and Projects, however, may be approved up to a period of thirty (30) days only.

II. Vacation and sick leaves of absence of Chiefs of Provincial Irrigation Offices, Systems and Projects not exceeding one month, with or without pay.

The existing authority of Regional Irrigation Engineers to approve leaves of absence of Chiefs of Provincial Offices, Systems, and Projects under their regional jurisdiction up to a period of fifteen (15) days is hereby extended up to a period of thirty (30) days.

III. Maternity leaves of absence

Approval of applications for maternity leave of absence of field employees including commutation of the money value of same is hereby delegated to the Regional Irrigation Engineers.

IV. Leaves of absence without pay

The existing authority of Regional Irrigation Engineers to approve applications of field employees other than Chiefs of Provincial Irrigation Offices, Systems and Projects for leave of absence without pay up to a period of thirty (30) days is hereby extended to include extension thereof for a period not exceeding thirty (30) days for reasonable causes such as

illness or review for a Board examination. It is understood that in no case may a leave of absence without pay be approved by the Regional Irrigation Engineers for more than a period of sixty (60) calendar days.

The undersigned should be furnished copies of leaves of absence approved pursuant to Item Nos. II and IV hereof.

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For your guidance and reference, pertinent provisions of paragraph C, Rule XVI of the revised Civil Service Rules are hereby quoted, to wit:

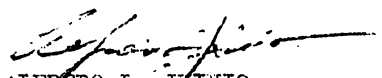
"Sec. 16, Applications for vacation leave of absence for one full day or more shall be submitted on the prescribed form for action by the proper chief of agency five days in advance, whenever possible, of the effective date of such leave".

"Sec. 20. Leave of absence for any reason other than serious illness of an officer or employee or of any member of his immediate family must be contingent upon the needs of the service."

(Underscoring on both provisions supplied).

It is hereby directed that the contents of this Memorandum Circular be disseminated as widely as possible. Any violations hereof shall be sufficient ground for drastic disciplinary measure.

This Memorandum Circular shall take effect immediately.

  
ALFREDO L. JUINIO  
Administrator

September 30, 1973