

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

MC # 76-a, s. 1973

MEMORANDUM CIRCULAR

TO : ALL REGIONAL AND PROVINCIAL IRRIGATION
ENGINEERS; IRRIGATION SUPERINTENDENTS/
OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS;
PROJECT ENGINEERS AND HEADS OF SPECIAL
PROJECTS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT: Supplemental Memorandum to MC# 76 on the
Subject "Requirements for Terminal Leaves
and Maternity Leave Applications;....."

For purposes of clarification of items B & C
of Memorandum Circular No. 76, s. 1973, the follow-
ing explanation and amendment, respectively, are
made:

Letter "B" - The requirements prescribed for
maternity leave applications shall be submitted to
the Regional Irrigation Engineers who have been
authorized to approve same pursuant to MC# 74, s.
1973, and not to the Central Office as previously
practised.

Letter "C" - The following leaves of absence
beyond thirty (30) days requiring Central Office
approval per NIA MC# 14, s. 1968, as amended by
MC# 74, s. 1973.

1. Requests for commutation of leaves of
absence beyond sixty (60) calendar days.
2. Leaves of absence of Chiefs of Provincial
Irrigation Offices, Systems and Projects
beyond thirty (30) days.
3. Extended leaves of absence of field employ-
ees other than Chiefs of Provincial Irri-
gation Offices, Systems and Projects beyond
thirty (30) days.

Requirements:

- a. Clearance from money and
property responsibilities - - - 8 copies
- b. For sick leaves of absence- - - 2 copies
Medical certificate
(accomplished on Philippine Medical
Certificate Form)

Please be guided accordingly:


ALFREDO L. JUINIO
Administrator

November 29, 1973

AFS/fe