

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

MC # 77-a, s. 1973

MEMORANDUM CIRCULAR

TO : ALL OFFICIALS AND EMPLOYEES
National Irrigation Administration

SUBJECT : Supplemental Memorandum regarding the New
Work Hours Prescribed under General Order
No. 40

It is hereby informed that all officials and employees of the NIA are exempted from the 3-day weekend prescribed for other government offices under General Order No. 40 from the Office of the President inasmuch as our Agency is directly involved in productive activities related to agriculture. Effective November 19, 1973, therefore, the following schedule of office hours shall be observed:

Monday to Friday - 8:00 - 12:00 Noon

1:00 - 5:00 P.M.

Those rendering security services however, shall continue to observe their usual schedule and shall render overtime work on Saturdays, Sundays, and/or holidays in view of the nature of their work.

The authority delegated to field officials to approve overtime work shall continue in force subject to the conditions specified in their authority and shall be limited to the following cases:

1. Cases involving loss or damage to life, limb or property.
2. Inspection of contract work as needed by contractors specially wherein continuous pouring of concrete is needed.
3. Emergency repairs of damaged works.
4. Emergency repairs of construction equipment in operation. (MC Nos. 15 & 49, s. 1971, No. 22, s. 1972)

All other overtime work shall require prior approval of the undersigned.

please be guided accordingly.


ALFREDO L. JUINIO
Administrator

November 19, 1973

AFS:prl