

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Gusaling APC, Quezon Memorial Circle  
Diliman, Lungsod ng Quezon

MC # 18-A, S. 1974

MEMORANDUM CIRCULAR

TO : THE CORPORATE AUDITOR; ALL DEPARTMENT HEADS; CHIEFS  
OF DIVISIONS AND SECTIONS; PROVINCIAL AND PROJECT  
ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR  
OFFICERS-IN-CHARGE OF IRRIGATION SYSTEM AND ALL  
OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : Modification of Additional Delegated Authority and  
Responsibility to Upper Level Officials of this Agency

In order to facilitate action on necessary travel and inspection of activities in the field services by Central Office officials and personnel, it is hereby informed that authorities delegated to the Assistant Administrators concerning the approval of travel orders and itineraries of travel of Chiefs of Departments and Staffs including those employees under them, are hereby modified as follows:

1. All travel orders of Asst. Administrators, Chiefs of Staffs, Department Heads will be signed by the Administrator.

Itineraries of travel of Department Heads will be approved by their respective Assistant Administrators.

2. Travel orders and itineraries of travel of all other employees <sup>for the Central Office</sup> will be approved by their respective Assistant Administrators.

It should be noted that the modification of authorities to approve travel orders is to facilitate travel by these officials in inspecting and evaluating actual performance in the field services so as to better assist the Assistant Administrators in their prime responsibilities of directing, supervising and coordinating the implementation of approved plans and programs by the field services personnel in NIA.

All directives issued and instructions issued in previous memorandum circulars and other issuances which are inconsistent herewith are hereby modified or superseded.

This additional delegated authority shall take effect immediately.

All concerned are enjoined to act accordingly.

  
ALFREDO L. JUINIO  
Administrator

Oct. 17, 1974