

Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
(TANGGAPAN NG TAGAPANGASIWA)  
Lungsod ng Quezon

MC # 28 S. 1974

MEMORANDUM CIRCULAR

T O : All Concerned  
National Irrigation Administration

F R O M : The Administrator


SUBJECT : Requests for Use of NIA Vehicles for  
Non-NIA Business

It has been noted that lately, there have been several requests for the use of NIA vehicles for outside-of-NIA business. Although we are trying our best to accommodate reasonable and justifiable requests, these accommodations increase our operational expenses.

Effective immediately, therefore, unless for justifiable reasons approved by the Administrator or any of his Deputy Administrators, fuel expenses, wages, and per diems of drivers incurred in connection with above requests shall be shouldered by the requesting party.

Please be reminded further that requests for use of our RP vehicles by outside parties and not within the scope of NIA's official business shall first be cleared with the undersigned.

MAY 30, 1974

  
ALFREDO L. JUINIO