

(National Irrigation Administration)  
Gusaling APC, Quezon Memorial Circle  
Diliman, Lungsod ng Quezon

MC # 41 S. 1974

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, HEADS OF SPECIAL PROJECTS, DEPARTMENT AND STAFF HEADS, REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS, IN-CHARGE OF PROJECTS, IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT: Modification of MIS Form "PERSONNEL REPORT" to achieve its primary objective and to provide a dual purpose.

In order to make the MIS Form No. 4 "PERSONNEL REPORT" responsive to the purpose for which it is intended, and to increase its value to management, it is informed that said Form is hereby modified and renamed as MIS Form No. 4 "REPORT OF LEAVES OF ABSENCE, EARNED, ENJOYED AND BALANCES." The Form as modified will provide the following:

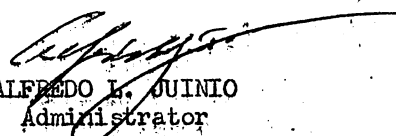
1. A detail information necessary to pinpoint the problem of absenteeism thus, facilitate proper solution thereof,
2. A detail information as to the status of leave earned, enjoyed and balances thereof of all personnel in each responsibility and sub-responsibility centers which are deemed necessary in decision making and in the exercise of administrative functions of heads of responsibility and sub-responsibility centers, and
3. A complete record of leave for consultation service not only for Supervisors to ascertain the regularity of the amount of leave their subordinate employees have applied for but also to check the accuracy of the computation of the leave balances of all personnel in cases of doubt thus, a basis for reconciliation if found erroneous,

As a matter of procedure, the Chief, Administrative Department and the heads of each responsibility and sub-responsibility centers shall maintain a systematic subsidiary record wherein daily absences incurred by each employee including earned leave and balances are reflected which will serve as a source document in the preparation of the report. The "REPORT OF LEAVES OF ABSENCE, EARNED, ENJOYED AND BALANCES" shall be accomplished in sufficient copies by all responsibility and sub-responsibility centers and shall be submitted 15 days after each semester in accordance with the instructions shown in the attached MIS Form No. 4 as modified, ANNEXES "A" and "B".

All other Forms and issuances inconsistent herewith are hereby modified and superseded accordingly.

This shall take effect immediately, the first report to be submitted shall be the Semester ending December 31, 1974.

Strict compliance herewith is enjoined.

  
ALFREDO L. GUINIO  
Administrator

Attachment:

July 30, 1974  
LMS/rgm

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

REGIONAL OFFICE NO. \_\_\_\_\_

- SAMPLE FORM  
(Partially Filled-Up)  
Adaptable to all responsibility  
& sub-responsibility centers.

REPORT OF LEAVES OF ABSENCE, EARNED, ENJOYED AND BALANCES  
For the Semester Ending \_\_\_\_\_, 197

Page \_\_\_\_\_ of \_\_\_\_\_

OF PERSONNEL AND  NSIBILITY CENTER	LAST SEMESTER		T H I S       S E M E S T E R.								AVE. LEAVE ENJOYED PER RESPONSIBI- LITY CENTER	
	BALANCE OF LEAVE		EARNED LEAVE		TOTAL LEAVE				BALANCE OF LEAVE			
					E A R N E D		E N J O Y E D					
					Vacation	Sick	Vacation	Sick				
ERING DIVISION												
lano, B. Jose	30-5-00	20-5-00	7-4-00	7-4-00	38-1-00	28-1-00	0-0-00	2-0-00	31-1-00	26-1-00		
olome, A. Pablo	25-0-00	25-0-00	7-4-00	7-4-00	32-4-00	32-4-00	3-0-00	4-0-00	29-4-00	28-4-00		
t, L. Carlos	30-0-00	30-0-00	7-4-00	7-4-00	37-4-00	37-4-00	1-6-00	3-0-00	35-6-00	34-4-00		
SUB-TOTAL	2,880-0-00	2,840-0-00	720-0-00	720-0-00	3,600-0-00	3,560-0-00	384-0-00	398-0-00	3,216-0-00	3,162-0-00	4.00	4.15
CTIONS DIVISION												
o, F. Lucio	90-0-00	88-2-00	7-4-00	7-4-00	97-4-00	95-6-00	5-0-00	9-0-00	92-4-00	86-6-00		
os, S. Miguel	39-6-00	41-0-00	7-4-00	7-4-00	47-2-00	48-4-00	1-0-00	5-0-00	46-2-00	43-4-00		
son, D. Rita	61-0-00	58-3-00	7-4-00	7-4-00	68-4-00	65-4-00	4-0-00	1-0-00	64-4-00	64-7-00		
SUB-TOTAL	4,200-0-00	4,160-0-00	630-0-00	630-0-00	4,830-0-00	4,790-0-00	420-0-00	410-0-00	4,410-0-00	4,380-0-00	5.00	4.87
ER DIV/UNITS)	5600-0-00	5,440-0-00	1,624-0-00	1,624-0-00	6,762-4-00	6,602-4-00	804-0-00	808-0-00	5,958-4-00	5,794-4-00		
TOTAL	12,680-0-00	12,440-0-00	2,512-4-00	2,512-4-00	17,192-4-00	16,952-4-00	1,608-0-00	1,616-0-00	12,584-4-00	13,836-4-00	4.80	4.81

PREPARED BY: \_\_\_\_\_

CERTIFIED CORRECT BY: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

\_\_\_\_\_  
Chief, Administrative Division

\_\_\_\_\_  
Regional Irrigation Engineer

A Form No. MIS-4  
July, 1974

IMPORTANT: Instructions at the back

A N N E X - "A"