

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

NOTED:

ASS-
ACF-

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LMS-

DPL-

MC # 43-a, s. 1974

MEMORANDUM CIRCULAR

TO

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

SUBJECT:

: Modifying Memorandum Circular No. 43, dated September 3, 1974 requiring submission of National Intelligence and Security Authority (NISA) Clearance from the National Intelligence and Security Authority for Purposes of Original Appointments

Quoted hereunder for your information and guidance is a pertinent portion of Civil Service Memorandum Circular #4, s. 1974 dated October 15, 1974 modifying MC # 3 of the same series:

"In the interest of the service, and to avoid undue delay in taking action on appointments and the payment of salaries of the appointees concerned, this Commission will process appointments pending submission of NISA Clearance, provided it can be shown that a formal request has been duly filed with the National Intelligence and Security Authority or any of its Regional Offices for such NISA clearance for the particular appointee or appointees whose appointment or appointments may in the meantime be allowed under temporary status. Upon receipt of the NISA clearance, without derogatory information, the status of such appointment or appointments will be automatically changed from temporary to permanent. In the case of appointments in the Regional Office ..., requests for NISA clearance should be filed directly with NISA Regional Office concerned, if such office exists within the particular region."

Requests for NISA clearances should be supported with a duly accomplished Personal History Statement Form (see sample) of the newcomer.

In regions where there are no NISA Offices, the request (see sample) should be sent to the Chief, Administrative Department, this Office for proper action, along with the appointments of the employees concerned.

Casual laborers employed from time to time are likewise covered by this memorandum. A request for clearance should be made only once, during their original date of employment in the NIA. These laborers are entitled to payment of their wages as soon as their appointments are approved by the RIE regardless of whether they have been issued NISA clearances or not.

Please be guided accordingly.

(SGD.) ALFREDO L. JUINIO
Administrator

Encl.: Personal History Statement Forms
(Individual & Group)
Form Letter to NISA Chief

October 23, 1974

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

mc 43A 574

(D a t e)

The Chief
National Intelligence
and Security Authority
Quezon City

S i r :

May we request for the issuance of clearance certificates to the employees listed hereunder, as required under Memorandum Circular No. 3, s. 1974 of the Civil Service Commission, for purposes of employment in this Office.

Your cooperation in this matter will be appreciated.

Very truly yours,

MODESTO S. ROSETTE
Chief, Administrative Department

Encl.: Personal History Statement

1.

2.

(For Laborers)

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

MC 43-P 87d

(D a t e)

The Chief
National Intelligence
and Security Authority
Quezon City

S i r :

May we request for the issuance of a clearance certificate
to _____, a resident of
_____, as required under
Memorandum Circular No. 3, s. 1974 of the Civil Service Commission,
for purposes of employment in this Office.

Your cooperation in this matter will be appreciated.

Very truly yours,

MODESTO S. ROSETTE
Chief, Administrative Department

Encl.: Personal Data Sheet

PERSONAL HISTORY STATEMENT

MC 43-A 574

INSTRUCTIONS: Print clearly in ink. Use additional sheets if necessary.

FULL NAME: _____
 (Last Name) (First Name) (Middle Name)

IF MARRIED WOMAN, STATE MAIDEN NAME: _____

PHYSICAL DESCRIPTION: Sex: _____ Height: _____ ft. _____ in. Wt. _____ lbs.

Eyes: _____ Hair: _____ Complexion: _____ Build: _____

Other distinguishing features: _____

PERSONAL DATA: Date of Birth: _____ Place of Birth: _____

Citizenship: _____ Acquired Birth/Naturalization: _____

Status: _____

If Married, Name of spouse: _____

Present Address: _____ Tel. No.: _____

Provincial Address: _____ Tel. No.: _____

Business Address: _____ Tel. No.: _____

Children or Dependents and Date of Birth: _____

Name of Father: _____ Address: _____

Name of Mother: _____ Address: _____

Name of Father-in-law: _____ Address: _____

Name of Mother-in-law: _____ Address: _____

EDUCATIONAL BACKGROUND:	School	Inclusive Dates	Course Taken	Remarks
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Elementary:	_____	_____	_____	_____
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High School:	_____	_____	_____	_____
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College:	_____	_____	_____	_____
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Postgraduate:	_____	_____	_____	_____
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CSC ELIGIBILITIES: _____

EMPLOYMENT HISTORY: History of employment, since 15th birthday, whether on a permanent, temporary or casual basis. Include employment by a foreign government.

Inclusive Dates	Position	Employer	Employer's Address	Cause of Separation
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CLUBS, SOCIETIES, AND ORGANIZATIONS: List names and addresses of all clubs, societies, employee groups, organizations. Include foreign or international organizations.

Organization	Inclusive Dates	Address
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CHARACTER AND CREDIT REFERENCES: Give the names of five (5) persons who know you intimately in the Philippines. (Do not give names of relatives, employers or supervisors)

N A M E	A D D R E S S	O C C U P A T I O N
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RESIDENCE OF MORE THAN SIX (6) MONTHS DURATION FROM 15th BIRTHDAY:

<u>Inclusive Dates</u>	<u>Complete Address</u>

TRAVEL ABROAD:

<u>Inclusive Dates</u>	<u>Countries and Address</u>	<u>Purpose</u>

ACTIVE PHILIPPINE OR FOREIGN MILITARY SERVICE:

What Country: _____ Highest Rank: _____ ASN _____

Military History: (Use additional sheet if necessary)

<u>Dates</u>	<u>Rank</u>	<u>Position</u>	<u>Purpose</u>

GENERAL QUALIFICATION: Languages, Dialects and Degree of Proficiency,
Oral or written: _____

Hobbies: _____ Sport: _____

Skills: _____

Honor & Awards: _____

Publications & Inventions: _____

Physical handicap or disability: _____

CRIMINAL RECORDS:

Have you ever been arrested, indicted or convicted of any violation of law or accused in any administrative proceeding, other than minor traffic violations? If so, name of court or administrative board, nature of offense and disposition of case: _____

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, BELIEF AND ABILITY..

Signed at: _____ Date: _____

(Signature of Person Accomplishing the form)