

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

MC # 52, s. 1974

MEMORANDUM CIRCULAR

TO : ALL REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS,  
IRRIGATION SUPERINTENDENTS AND OFFICERS-IN-CHARGE  
OF IRRIGATION SYSTEMS, PROJECT ENGINEERS AND ALL  
OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : Further Modification of the Supplemental Rules and  
Regulations on Official Travels of Field Officials

It has come to the attention of the undersigned that in the implementation of the provisions of paragraph 4 of MC #27, s. 1968, field engineers on official travel to the regional office are adversely affected because of the absence of the proper procedure to be followed when an exception arises for extremely urgent matters. For purposes of clarification, the intent of the provisions of paragraph 4 is that the 2 working days cover only the actual presence of the official or employee in the regional office and exclude travel time to and from the regional office.

In order that the procedure to be followed in exceptional cases may be clearly stated, the provisions of paragraph 4 is hereby modified and re-stated as follows:

"4. Except for extremely urgent matters, official trips of field engineers or employees to the regional office should not be oftener than once a month and for not more than 2 working days. In exceptional cases involving extremely urgent matters, regional engineers are authorized to extend the time of official trips of field engineers or employees to the regional office for one more day, provided that such authorization shall be issued in writing indicating therein the condition of extreme necessity or justification for such extension of official travel."

The provisions of paragraph 4 of MC No. 27, s. 1968 is hereby repealed and/or modified.

Strict compliance is enjoined.

  
ALFREDO L. JUINIO  
Administrator