

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

MC # 58, 1974

MEMORANDUM CIRCULAR

TO : ALL OFFICIALS AND EMPLOYEES
National Irrigation Administration

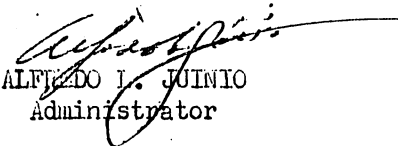
SUBJECT : Measures to Maximize Use of Office Supplies

In order to maximize the use of office supplies and effect cost reduction, all concerned are hereby enjoined to observe the following measures:

1. Paper that has been used only on one side shall not be thrown away as waste but shall be set aside as by-products and re-used in the preparation of drafts of correspondence or work sheets. All drafts shall be written/typewritten on the back of clean used paper.
2. Important, non-routine communications and recommendations shall first be submitted to the respective immediate supervisor in draft form for review. This will minimize use of paper and reduce tasks and cost of paper.
3. Employees given certain special assignments shall discuss said assignments with their respective supervisors from time to time to ensure correctness of approach, avoid reworking of recommendations and minimize use of paper.
4. Unless otherwise instructed, typists shall prepare one copy of the draft. The number of copies for the final work shall be determined by the supervisors who shall indicate the distribution of copies.
5. As much as possible information shall be presented in tabulated form to reduce paper work. However, clarity shall not be sacrificed for economy.
6. Old charts shall be re-used as placemats, wrappers, drafts for new charts and other paper work requiring paper of non-usual size.
7. Used folders, paper fasteners, clips, binders, etc. which may still be salvaged shall be used again.
8. Care shall be exercised by typists to minimize errors and avoid excessive use of paper. Carbon paper shall be carefully handled to avoid crumpling the same, thus maximizing its use.
9. Typewritten certified true copies of documents, rather than xerox copies, shall be prepared whenever the former is acceptable as bond paper is cheaper than xerox paper.
10. Adding machine tapes shall be re-used by reversing the same.

11. Before cutting stencils, drafts shall be prepared in the desired format and proofread to minimize use of stencils as well as mimeographing ink.
12. Staples, rather than paper clips, shall be used where practicable as the former is cheaper than the latter.
13. As a rule only one copy of communication shall be retained in the division/department of origin for its file and only one copy shall be sent to the addressee.
14. The use of ruled pad shall be discontinued to economize on ink. Only the Administrator and the Assistant Administrators shall be furnished printed scratch pads.

Strict compliance is enjoined.


ALFREDO I. JUNIO
Administrator

AB / EMM
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