

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

MC # 61, s. 1974

MEMORANDUM CIRCULAR

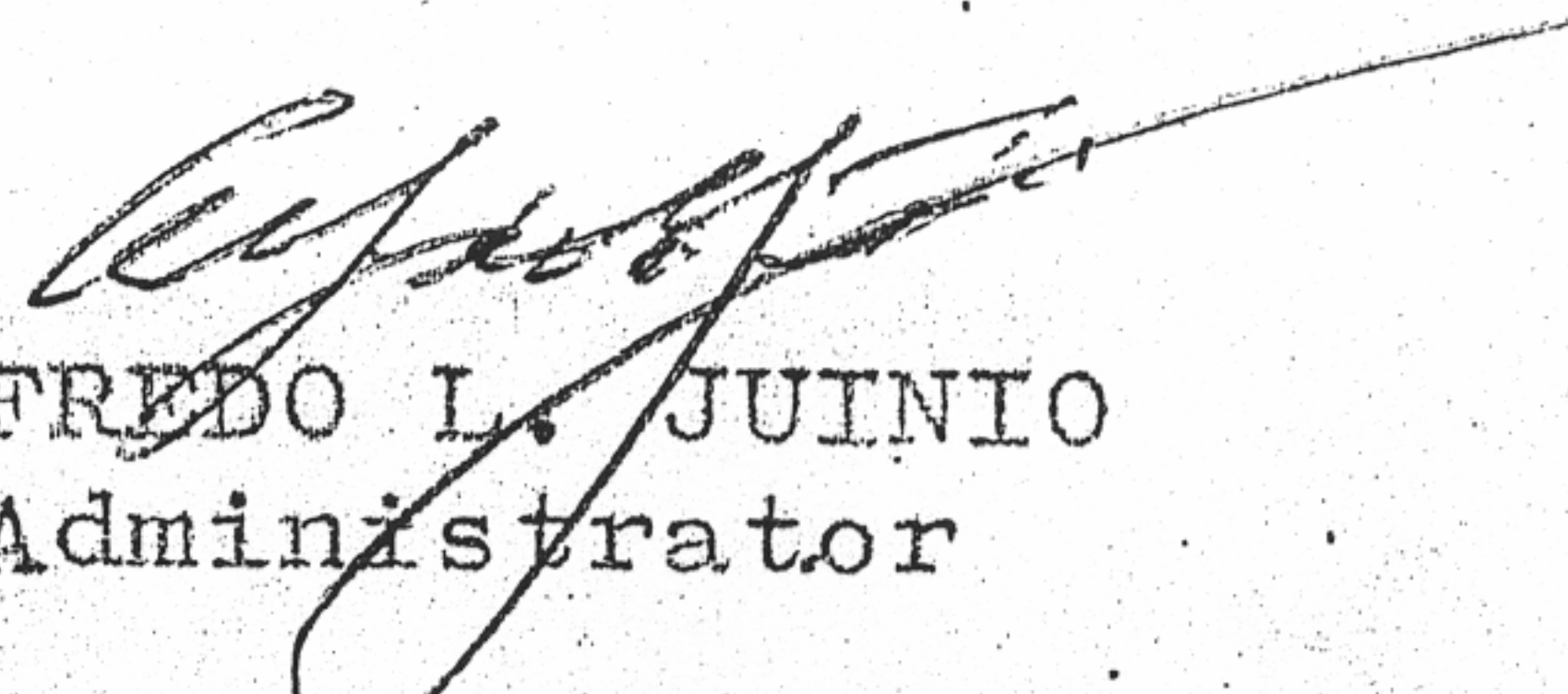
TO : THE ASSISTANT ADMINISTRATORS; HEADS OF
SPECIAL PROJECTS; HEADS OF DEPARTMENTS/
STAFFS; REGIONAL AND PROVINCIAL IRRIGA-
TION ENGINEERS; IRRIGATION SUPERINTEN-
DENTS AND CHIEFS OF ADMINISTRATIVE
DIVISIONS
National Irrigation Administration

SUBJECT : Authority of the Administrator to Approve
Appointments Beyond Range 48

You are hereby informed that effective immediately, approval of appointments beyond Range 48 except those of Department Heads and their equivalent, and of higher level officials has been delegated to the Administrator by the Board of Directors under Resolution No. 2533-74 dated November 25, 1974.

Please be guided accordingly in the preparation of appointments. Attached is a sample appointment form (C.S. Form # 33) for your reference.

All provisions of memoranda inconsistent herewith are hereby modified accordingly.


ALFREDO L. JUINIO
Administrator

December 13, 1974

AFS/fe

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
(Department or Agency)

(Date)

Sir/Madam:

You are hereby appointed _____
in the _____ with
compensation at the rate of _____
pesos per annum, the appointment to take effect: _____

(State character of appointment in this line, whether 'Permanent', 'Provisional',
'Temporary', 'Promotional', 'Transfer', 'Reinstatement', etc.)

Position to be filled:

Item No. _____ Page _____ R.A. _____ Very truly yours,

C.S. Eligibility:

Title of exam. taken _____

Place of exam. _____

Date of exam. _____

(If appointee is a married woman, give her
maiden name.)

ALFREDO L. JUINIO

Administrator

(Approved per Board Res. No. 2533-74)
dated November 25, 1974)

Performance (efficiency) Rating:

Highest Educational Attainment:

Comm. of Civil Service

If this is an original appointment, state whether prior certification has been
secured from the Civil Service Commission _____ Yes _____ No.

If submitted as an exception to Sec. 256 of the Revised Adm. Code, state reason/s.

If appointment is vice some other employee who has been dismissed, suspended, or has
a pending administrative case or whose appointment is protested, so state, giving
name of employee.

(Every appointment must be accomplished with C. S. Form No. 212, duly accomplished
by the appointee).