

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

MC # 3, 1975

MEMORANDUM CIRCULAR

TO : ALL HEADS OF PROVINCIAL IRRIGATION
OFFICES AND IRRIGATION SYSTEMS
National Irrigation Administration

SUBJECT: Quarterly Feed Back on Amounts
Sub-alloted to Provincial Offices
and Irrigation Systems

Attached are two (2) annexes. Annex 1 is to be accomplished by the Chief of Irrigation Systems and Annex 2 by the Head of the Provincial Office. Both annexes are sub-divided into Operational Expenses and Capital Outlays.

You will be informed of your respective annual allocations. Your quarterly allotment shall be 1/4 of the annual allocation. However, for the current fiscal year 1975, if there are deficiencies in the previous quarters, such deficiencies shall be released in the 4th quarter.

The original and one (1) carbon copy shall be submitted to the Chief, Budget Division, Central Office, not later than the 15th of the following month after the end of each quarter.

Strict compliance is hereby enjoined.

(SGD.) ALFREDO L. JUINIO
Administrator

January 16, 1975

:prl

A true copy:
lcy/1/16/75

STATEMENT OF SUB-ALLOTMENT RECEIVED FROM REGIONAL OFFICE
FOR THE QUARTER ENDED
_____19____Name of System _____
REGIONAL OFFICE NO. _____A. OPERATIONAL EXPENSES: ☐ As programmed

<u>SAA NO.</u>	<u>DATE</u>	<u>FUND CODE</u>	<u>TOTAL</u>	<u>SALARIES</u>	<u>SALARY</u> <u>ADJUST</u>	<u>WAGES</u>	<u>WAGE</u> <u>ADJUST</u>	<u>MEDICARE</u>	<u>PREMIUMS</u>	<u>TRAVEL</u> <u>EXPENSES</u>	<u>SUPPLIES</u>	<u>SUNDRY</u>
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B. CAPITAL OUTLAYS

<u>SAA NO.</u>	<u>DATE</u>	<u>PROJ. NO.</u>	<u>FUND</u>	<u>PURPOSE</u>
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(1)

Submitted by:

Chief of System

(1) State whether for rehab. of communal or national system

STATEMENT OF SUB-ALLOTMENTS RECEIVED FROM REGIONAL OFFICE
FOR THE QUARTER ENDED
_____19____

ANNEX "2"

Name of Provincial Office _____
REGIONAL OFFICE NO. _____

A. OPERATIONAL EXPENSES: ☐ As programmed

<u>SAA NO.</u>	<u>DATE</u>	<u>FUND CODE</u>	<u>TOTAL</u>	<u>SALARIES</u>	<u>SALARY ADJUST</u>	<u>WAGES</u>	<u>WAGE ADJUST</u>	<u>MEDICARE</u>	<u>GSIS PREMIUMS</u>	<u>TRAVEL EXPENSES</u>	<u>SUPPLIES</u>	<u>SUNDRY</u>
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B. CAPITAL OUTLAYS

<u>SAA NO.</u>	<u>DATE</u>	<u>PROJ. NO.</u>	<u>FUND</u>	<u>PURPOSE</u> (x)
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Submitted by:

(x) State whether for const. or rehab. of communal and indicate name of project.

Provincial Irrigation Engineer