

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

MC # 6 s. 1975

MEMORANDUM CIRCULAR

T O : ALL REGIONAL IRRIGATION ENGINEERS; HEADS OF SPECIAL PROJECTS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF SYSTEMS; CHIEF CORPORATE ACCOUNTANT AND REGIONAL ACCOUNTANTS; CORPORATE AUDITOR AND REGIONAL AUDITORS; DISBURSING OFFICERS AND FIELD ACCOUNTING PERSONNEL; BUDGET OFFICER AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT: Procedure in the Issuance of Advice of Cash Disbursement Ceiling and Sub-Advice of Cash Disbursement Ceiling

In compliance with the provision of Item No. 8 of Treasury Memorandum Circular No. 7-73, dated June 14, 1973 as embodied in the Primer on Treasury Checking Account for Agencies, page 40-41, effective immediately all Advices of Cash Disbursement Ceiling shall be issued by the Budget Division, Central Office in lump sum directly to the Regional Irrigation Engineer and not individually to the deputized Disbursing Officer/Cashier concerned as presently being followed. The Regional Irrigation Engineer shall in turn issue in favor of the deputized Disbursing Officer concerned in the field office the Sub-advice of Cash Disbursement Ceiling (SACDC), sub-allocating the amount authorized in the Advice of Cash Disbursement Ceiling. The same, copies distributed as follows, will be used to support the Sub-allotment Advice which has been sub-allotted by the Regional Office to the field office concerned:

Original copy	- for the deputized Disbursing Officer
Duplicate copy	- for the Treasurer of the Philippines
Triplicate copy	- for Regional Auditor
Quadruplicate copy	- for Regional Accountant
Quintuplicate copy	- for file of the Regional office
Sextuplicate copy	- for the Chief, Budget Division, Central Office

Please be guided accordingly.

(SGD.) ALFREDO L. JUINIO
Administrator

January 30, 1975