

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

MC # 76, s. 1975

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION DIRECTORS; HEADS OF SPECIAL PROJECTS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS; OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS AND ALL OTHER EMPLOYEES This Agency

SUBJECT: Letter of Instructions No. 310

Quoted hereunder for your information and guidance is a Memorandum Circular No. 181-75, dated September 23, 1975, of the General Manager, Government Service Insurance System, Manila, which is self-explanatory.

"Republika ng Pilipinas  
PASEGURAHAN NG KGA NAGLILINGKOD SA PAMAHALAAN  
(Government Service Insurance System)  
Manila 2801

September 23, 1975

MEMORANDUM CIRCULAR NO. 181-75

TO : HEADS OF DEPARTMENTS, CHIEFS OF BUREAUS AND OFFICES, MANAGING HEADS OF GOVERNMENT OWNED AND CONTROLLED CORPORATIONS, PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS AND OTHERS CONCERNED

SUBJECT : LETTER OF INSTRUCTIONS NO. 310

In compliance with Letter of Instructions No. 310, copy enclosed, kindly submit to the Government Service Insurance System a verified listing of all officials and employees in your respective offices not later than December 31, 1975.

To effectively carry out the provisions cited in the above-mentioned Letter of Instructions, the GSIS has devised a form and the same is available from all its offices.

All concerned are advised to be guided accordingly.

(SGD.) ROMAN A. CRUZ, JR.  
General Manager

Encl.: As stated."

It is therefore directed that all NIA officials and employees accomplish two (2) copies each of Form No. H 500-02 (GSIS Members Information Sheet) following correctly the instructions indicated at the back thereof.

To facilitate convenience in the consolidation and transmittal of the accomplished GSIS information sheets, the following steps should be observed by the field offices:

1. Classify the information sheets according to the following status groups: Permanent, Temporary/Emergency and Contractual/Casual.
2. Arrange the accomplished information sheets alphabetically by status groups.
3. Prepare a transmittal slip in duplicate, alphabetically arranged by status groups, of the accomplished information sheets. Include only those who belong to your office in the list.
4. To prevent any loss of documents due to handling, please fasten the forms with the transmittal on top.

Information sheets from Provincial Irrigation Offices, Irrigation Projects and Systems should be submitted to the Regional Irrigation Office concerned, while those from the Special Projects to the Administrative Division, UPRP, Quezon City, for further consolidation and transmittal to the Central Office, Attention: The Chief, Administrative Department, not later than November 30, 1975. Information sheets of NIA employees should be separated from those of the former ISU personnel and assigned their respective office code number - 24400005A for the former and 11101005A for the latter in the space provided for in the Transmittal List.

Strict compliance is enjoined.

  
ALFREDO L. JUNIO  
Administrator

NOTE: Form H 500-02 may be secured from GSIS Regional Offices.

Encl.: Transmittal List Sample Form  
LOI # 310

*November 7, 1975*