

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

MO # 73, s. 1975

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS; HEADS OF SPECIAL PROJECTS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF SYSTEMS; CHIEF CORPORATE ACCOUNTANT AND REGIONAL ACCOUNTANTS; ADMINISTRATIVE/PERSONNEL OFFICERS; CORPORATE AUDITOR AND REGIONAL AUDITORS; AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : Treasury Memorandum Circular No. 15-75 re-Cancellation of Bonds of Officials and Employees Out of the Service

For the information and guidance of all concerned, quoted hereunder is Treasury Memorandum Circular No. 15-75, dated October 15, 1975 of the Treasurer of the Philippines:

TREASURY MEMORANDUM CIRCULAR NO. 15-75

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND OFFICES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT OWNED OR CONTROLLED CORPORATIONS AND ALL AUDITORS CONCERNED

SUBJECT: CANCELLATION OF BONDS OF OFFICIALS AND EMPLOYEES OUT OF THE SERVICE

In view of the announcements made by His Excellency, FERDINAND E. MARCOS of the suspension, separation or dismissal from the service of officials and employees, some of them being accountable officers and employees of both the national and local governments, I wish to invite the attention of all concerned to the mandatory provisions of Rules II and III of Treasury Memorandum Circular No. 1-71, dated March 17, 1971, hereunder quoted, for compliance.

"Rule II. - x x x x x

"Section 4. - General Form No. 57(A), in quadruplicate, should be used in all cases of notification or request to execute, increase, reduce, cancel or transfer any bond. When this form is submitted for the purpose of cancelling a bond only Item Nos. 14 to 18 need be filled.

"Rule III. - Cancellation of bonds of officials and employees whose bonds are no longer necessary.

"Section I. - When accountable officers are relieved of their accountability by reason of their separation from the service, transfer to another position with or without money or property responsibility, suspension from office or due to any other causes, request for the cancellation of their bonds should be submitted immediately to the Treasurer of the Philippines to prevent incurrence of

unnecessary expenses in form of bond premiums. Heads of departments, bureaus and offices, including government owned or controlled corporations, provincial treasurers and city mayors, as the case may be, should see to it that the request for the cancellation of the bonds of such officers herein above mentioned are submitted to the Treasurer of the Philippines, thru their respective Auditors, at the same time such officers or employees are relieved of their accountability or responsibility.

"Section 2. - Where delay in the submission of the request for cancellation of the bonds of such officer or employee occur, payment from the government funds of unnecessary bond premium should not be allowed in audit but should be made a charge against the personal funds of the official or officials responsible for the delay.

"Section 3. - Under no circumstances should a request for the cancellation of a bond be made by mere letter. It should invariably be made as above-indicated."

(SGD.) VICENTE P. RODRIGUEZ  
Treasurer of the Philippines

October 15, 1975"

Strict and immediate compliance by all concerned is hereby enjoined.

  
ALFREDO L. JUNIO  
Administrator

November 11, 1975