

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Epifanio de los Santos Avenue
Diliman, Lungsod ng Quezon

MC # 8 S. 1976

MEMORANDUM CIRCULAR

TO : ASSISTANT ADMINISTRATORS;
HEADS OF ADMINISTRATIVE DEPARTMENT;
REGIONS; SPECIAL PROJECTS; PROVINCIAL
IRRIGATION OFFICES; IRRIGATION SYSTEMS;
AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT: Implementation of Presidential Memorandum Circular
#315 dated January 30, 1970 and Presidential Memo-
randum Circular #886 dated January 16, 1976

In order to implement the above-mentioned circulars, you are hereby directed to reproduce and display in conspicuous places of your respective offices for the general public to see, the following MC's of this Agency:

- (1) MC #7, S. 1973 - Procedure in the Allocation and Distribution of Pump Units. (Include the instructions and requirements in the acquisition of pumps).
- (2) MC #9-A, S. 1973 - Procedure in right-of-way expropriation by the government.
- (3) MC #21, S. 1974 - Guidelines in the payment of burial expenses for former NIA employees.
- (4) MC #20, S. 1974 - SOP Re: application, processing and payment of Workmen's Compensation claims of NIA employees, as amended by Sec. 2, Rule XVII of Rules on Employee's Compensation.
- (5) MC #26, S. 1974 - Guidelines in processing and disposition of claims under the Revised Administrative Code.
- (6) MC #45, S. 1974 - Application for Retirement, as supplemented by MC #43, S. 1976.
- (7) MC #55, S. 1974 - Guidelines in rendering repair assistance to pump recipients.
- (8) MC #14, S. 1973 - Procedure in billing, collection and remittance of amortization of irrigation pumps.
- (9) MC #37, S. 1975 - Procedure in the application of advance and accelerated payments for amortization of pumps.
- (10) MC #22, S. 1976 - Compulsary coverage of Medicare Act to include all Officials and Employees of the Government.
- (11) MC #20, S. 1976 - Collection of Irrigation Fees in Kind or in Cash Effective May 1, 1976.
- (12) MC #16, S. 1976 - Procedure in Handling Delinquent Payers of Amortization and Notifying New Pump Recipients of maturing Amortizations.

- (13) All other MC which concern transactions of this agency with the general public.

To insure effective implementation of the above-mentioned circulars, the MC's for display should be reproduced in English and in the local dialect.

Immediate compliance is enjoined.


ALFREDO L. JUINIO
Administrator

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Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PAT
(National Irrigation Administration)
Gusaling APC, Quezon Memorial Circle
Diliman, Lungsod ng Quezon

MC # 8 S. 1976

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS
HEADS OF DEPARTMENTS/STAFFS
REGIONAL IRRIGATION DIRECTORS
PROJECT MANAGERS; PROVINCIAL
IRRIGATION ENGINEERS; IRRIGATION
SUPERINTENDENTS; AND ALL OTHERS
CONCERNED
National Irrigation Administration

SUBJECT : Procedures in Presenting Complaints
Pursuant to Presidential Memorandum
Circular No. 315 dated January 30,
1970 in Compliance with Presidential
Memorandum Circular No. 886 dated
January 16, 1976

For the information of all concerned, there is hereby established a set of procedures for the guidance of ^{the} public on how, and to whom, to present their complaints or problems, to avoid unnecessary red tape and dispense with the employment in certain cases of "middlemen".

The attached procedure in the form of Flow Chart shall be placed or posted in your respective offices in appropriate conspicuous places and shall be conveniently visible to all concerned.

Under this procedure, all complaints shall be acted upon pursuant to the provision of Presidential Decree No. 6 dated September 27, 1972 as circularized by MC # 58, Series of 1972 of this Agency.

All previous issuances inconsistent herewith are modified and superseded.

Strict compliance is hereby enjoined.


ALFREDO L. JUINIO
Administrator

February 9, 1976

Attachment:

LMS/...

**FLOW CHART FOR PRESENTING COMPLAINT AGAINST
OFFICIALS AND EMPLOYEES IN THE N I A**

(To implement Presidential Memorandum Circular # 886 dated January 6, 1976)

