

Republika ng Pilipinas
Hambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
(TANGGAPAN NG TAGAPANGASIWA)
Lungsod ng Quezon

M.C. No. 32-A, s. 1976

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS; ALL HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS IN CHARGE OF IRRIGATION SYSTEMS; CHIEFS OF SPECIAL PROJECTS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Reiteration of Prohibition against Hand-Carrying and Follow-up of Official Papers.

It has been reported that the hand carrying of vouchers/ checks/treasury warrants by parties other than the duly designated employees of the NIA has become a practice. This is in violation of M.C. No. 900 dated March 26, 1976, of the Office of the President, circularized to all concerned under M.C. No. 32, s. 1976 of this Office.

In view hereof strict compliance with the aforementioned memorandum circulars is reiterated. Only duly designated employees shall be allowed to hand carry vouchers, checks, treasury warrants, and other official papers from one department or office to another.

It is further reiterated that for the purpose of recording visitors or callers, logbooks be kept by each department, staff, division or office. An employee should be assigned the duty and responsibility of keeping such logbook.

Finally it is further directed that prompt action on official papers be taken by every official or employee concerned.

Strict compliance is hereby enjoined.


ALFREDO L. JUINIO
Administrator

September 15, 1976