



Republika ng Pilipinas

PAMBANSANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)

Epifanio delos Santos Avenue
Diliman, Quezon City

MC # 54, s. 1976

MEMORANDUM CIRCULAR

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

SUBJECT : Cleanliness and Beautification of National Offices, Buildings and Premises.

Quoted hereunder for your information and implementation is Memorandum Circular No. 2 dated July 12, 1976 of the Department of General Services, which is self-explanatory.

"Republika ng Pilipinas
KAGAWARAN NG LINGKURANG PANLAHAT
(Department of General Services)
Tanggapan ng Kalihim
Lungsod ng Quezon

MEMORANDUM CIRCULAR NO. 2
July 12, 1976

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND INSTRUMENTALITIES, OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT OWNED CONTROLLED CORPORATIONS.

SUBJECT : CLEANLINESS AND BEAUTIFICATION OF NATIONAL OFFICES, BUILDINGS AND PREMISES

As ordered by His Excellency, President Ferdinand E. Marcos, the government sector must take the lead in the nation-wide effort to make the Philippines a clean and beautiful country.

In order to maintain, therefore, the gains already attained in the cleanliness and beautification campaign of the National Government and give greater momentum to the same, all heads of Departments, Bureaus, Offices and Instrumentalities of the National Government, including government owned/controlled corporations, are hereby enjoined to re-intensify immediately all efforts toward the objectives of the cleanliness and beautification drive, especially in Metro Manila.

Towards this end, it is hereby recommended that:

1. More attention should be given by the agency head to the proper and adequate maintenance of offices, buildings and premises occupied by them.

2. All agency administrative officers should be made primarily responsible for the formulation and implementation of the agency's cleanliness and beautification campaign.
3. More funds from the agency's budget (07-for Supplies and Materials) should be channeled to the agency's cleanliness and beautification campaign.

It is hereby informed that the Department of General Services, through the Bureau of Building and Real Property Management, shall henceforth monitor the progress of an agency's cleanliness and beautification program. Inspection teams of this Department and the BBRPM shall make periodic visits to an agency and check on its cleanliness and beautification program.

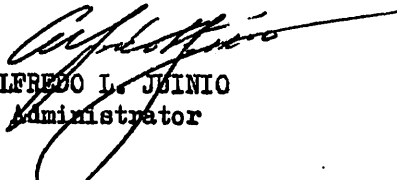
Your cooperation in this regard is enjoined.

(SGD.) CONSTANCIO E. CASTAÑEDA
Secretary"

For this purpose, the Regional Administrative Officers of Regional Irrigation Offices and Special Projects are hereby held responsible for the accomplishment of this program of cleanliness and beautification. Full cooperation of all other officials and employees concerned is enjoined.

It is further directed that a report of cleanliness and beautification be submitted to the undersigned, c/o The Administrative Director, NIA Central Office, Epifanio de los Santos Avenue, Diliman, Quezon City on October 31, 1976 by the Administrative Officers. The latter in turn will render his final report to the undersigned.

Compliance is enjoined.


ALFREDO L. JUNIO
Administrator

18
October 7, 1976