

Recd - 1-19-77

Phm x/1

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG TATUBIG TI MOHW OT
(National Irrigation Administration)

MEMORANDUM CIRCULAR
NO. 11
DATE: December 9, 1976
SUBJECT: Providing ID Cards for all NIA Collecting Officers and improving certain portions of the Bill Forms, to strengthen the existing system of control.

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS/STATES; PROJECT MANAGERS; IRRIGATION SUPERINTENDENTS; PROVINCIAL IRRIGATION ENGINEERS; OFFICERS-IN-CHARGE; ACCOUNTANTS; CASHIERS; COLLECTING AND DISBURSING OFFICERS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT: Providing ID Cards for all NIA Collecting Officers and improving certain portions of the Bill Forms, to strengthen the existing system of control.

In order to avoid recurrence of a situation where unauthorized NIA employees perform collection functions, only personnel provided with duly accomplished ID cards shall be allowed to make collections of any kind for the NIA. These ID CARDS shall be issued only to duly designated Collecting Officers by either the Regional Irrigation Directors, Project Managers, Provincial Irrigation Engineers or the Irrigation Superintendents as the case may be, and shall be presented to debtors at all times whenever collection is being made. For uniformity, the prescribed ID CARDS shall be made of bond paper in accordance with attached sample, and shall be distributed as follows:

- Original - To Collecting Officer. (To be laminated)
- Duplicate - File copy for the issuing official.
- Triplicate - File copy for the Chief of Region or Project.

In cases of resignation, separation and relief of the Collecting Officers concerned, no clearance shall be issued in their favor unless said ID CARDS are surrendered to the issuing official. Upon clearance of a Collecting Officer, the original, duplicate and triplicate copies of the ID Cards on file in the office of the issuing official and of the region/project office shall immediately be stamped "null and void" and taken out of the files.

To strengthen further the existing system of control, it is directed that the following words shall be stamped (not typed) conspicuously on the lower portion of each bill:

BABALA: "Mabawal na keyo sa taong may awtoridad.
Ureng makatibak bilangin irakita ang ID
CARD ninyo."

In this connection, the responsible officials shall institute additional means of control which they deem necessary to achieve the objective of this Memorandum Circular.

This Memorandum Circular is effective immediately. All issuances inconsistent therewith are superseded.

Strict compliance is enjoined.

(SGD.) CESAR L. TECH
FOR: ALFREDO L. JUINIO
Administrator

December 9, 1976

JTS - 12/19
ETM - 12/19
ADD - 12/19
RSM -

4 1/2 inches

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
REGION IV, NAGA CITY, CAM. SUR

TO WHOM IT MAY CONCERN:

This is to certify that the bearer MR. PEDRO I. REYES of this Office, whose picture and signature appear at the back of this card, is duly authorized to accept payments for irrigation fees, pump-amortizations, equipment rentals and all sorts of income due to the National Irrigation Administration.

CRISANTO A. GIMPAYA
Regional Irrigation Director

(F R O N T)

4 1/2 inches

Left Thumbmark

1 1/2" x 1 1/4"

PICTURE

Right Thumbmark

PEDRO I. REYES
Bill Collector
(Risk No. 331765)

(B A C K)

APPENDIX "A"