

Recd - 1-19-77
- RSM - *[Signature]*
ADD - Apr 1/19
ETM - *[Signature]* 1/19
UTS - *[Signature]* 1/19

Republika ng Pilipinas
BANSANG PANASIDWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC #63, s. 1976

MEMORANDUM CIRCULAR

TO : The Assistant Administrators; Heads of Departments and Staffs; Heads of Special Projects, Regional Irrigation Directors; Provincial and Project Irrigation Engineers; Irrigation Superintendents; and All Others Concerned.
National Irrigation Administration

SUBJECT : Procedures to Detect Irregularities Connected with Appointments and other Communications.

For your reference and guidance, quoted hereunder is Memorandum Circular No. 12, dated October 8, 1976, of the Civil Service Commission.

"Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

MC #12, s. 1976

MEMORANDUM CIRCULAR

TO : The Chairman, Commission on Audit
All Heads of Departments, Bureaus and Agencies of the National Government, Local Governments, Government-Owned or Controlled Corporations and Auditors of all Government Agencies.

SUBJECT : Procedures to detect irregularities connected with appointments and other communications

'It has been noted in a case that the action taken by this Office on an appointment has been tampered with and in another case, the signature of the signing officer has been forged. It would appear that there are still sinister elements of the "old society" vintage who extend their nefarious activities to appointments and other personnel actions. To detect these irregularities and for security reasons, this Commission has adopted the practice of putting control numbers on the released papers; hence, any appointment or communication which is received in your office or agency without the control number appearing below the name of the signing officer purportedly from this Commission, should not be considered officially acted upon and released by this Office and should be returned immediately to this Commission for the control number after verification of the action taken and/or authenticity of the signature of the signing officer.

'As an additional safeguard, this Commission shall furnish your office every month with official list/lists of appointments and other communications which have already been acted upon and released either to the appointees, accredited liaison officers or other authorized persons or delivered by messenger or mailed to your office showing the nature of action taken thereon. Copies of these lists shall also be furnished the respective auditors.

'It is requested that your office determine the authenticity of the signature of the officials of that office appearing on the face of the appointments mentioned in the list furnished that Office and likewise compare the action taken on the appointment with that specified in the list; and that any forgery, discrepancy or irregularity noted should be reported immediately to this Office for appropriate action.

'This Memorandum Circular takes effect immediately.

(SGD.) JACOBO C. CEAVE
Acting Chairman"

Please be guided accordingly.

(SGD.) CESAR L. TECH

FOR: ALFREDO L. JUINIO
Administrator

December 13, 1976