

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 31 S. 1977

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATOR FOR SPECIAL  
PROJECTS, HEADS OF SPECIAL PROJECTS,  
PROJECT IRRIGATION ENGINEERS, IRRIGATION  
SUPERINTENDENTS AND OFFICERS-IN-CHARGE  
OF SYSTEMS/OFFICES, AND OTHERS CONCERNED  
This Office

SUBJECT : Maintenance of Updated Personnel Records  
and Statistics Involving Systems/Offices  
Funded under the General Appropriation  
Decree and Presently Under the Administra-  
tive Supervision of OSP

In order to maintain updated records and statistics, and for purposes of control of plantilla items in the NIA Proper, it is hereby directed that personnel transactions (such as appointments, transfers, resignations, retirement and other modes of separation, training, change of name/status, etc.) affecting employees in certain offices that are administratively supervised by the Special Projects, be coursed thru the Personnel Division, Administrative Department, NIA Proper, for appropriate action before final approval thereof. Upon approval, the Records Management Division of the NIA Proper shall be furnished a complete set of duplicates for filing purposes.

In the case of official transactions that are within the delegated authority of field officials (example change of names, civil status, issuances of notices of salary adjustment), the NIA Proper, Attention: The Administrative Director, should also be furnished copies thereof, for audit/records purposes.

This Memorandum takes effect immediately.

(SGD.) ALFREDO L. JUINIO  
Administrator

Encl.: List of Offices

June 20, 1977

Systems/Offices Funded under the General Appropriation Decree and Supervised by OSP

Region 1

1. Tarlac RIS
2. Camiling RIS
3. San Miguel - O'Donnell RIS

Region 2

1. Siffo RIS
2. Chico RIS
3. Magat RIS

Region 3

1. Pampanga - Bongabon RIS
2. Pamaldan - Pampanga Vaca Cinco - Cinco and Lower Talavera RIS
3. Penaranda RIS
4. Talavera RIS
5. Angat Maasim RIS

Region 4

Systems under LBDP

1. Sta. Cruz - Mabacan - Malaunod - Balanac - Lumban RIS
2. Sta. Maria - Mayor RIS
3. Laguna Friar Lands I Systems

- a. Binan Estate
- b. Sta. Rosa Estate
- c. Calamba Estate

Under PRDP

1. Mindoro Occ. PIO
2. Mindoro Or. PIO
3. Pula RIS
4. Baco - Bucayao RIS

Region 8-A

1. Pulangui PIO (Bukidnon)