

RCV-

RSM - *Am 7/26*

~~EMB~~ EMB *Am*

ADD - *Am 7/26*

LRN - *Am 7/26*

JTS - *Am 7/26*

ZDR - *Am 7/26*

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

*Copy for: Mr. Encl: Tech*

*CF*

*Recd: 7/26*

MC # 36, S. 1977

MEMORANDUM CIRCULAR

T O

: ASSISTANT ADMINISTRATORS, DEPARTMENT/STAFF  
HEADS, REGIONAL IRRIGATION DIRECTORS, PROJECT  
MANAGERS, PROVINCIAL IRRIGATION ENGINEERS,  
IRRIGATION SUPERINTENDENTS, OFFICER-IN-CHARGE,  
DIVISION AND SECTION CHIEFS, & ALL OTHERS  
CONCERNED

This Agency

S U B J E C T : Proper Letterhead Format

The undersigned has observed in so many instances that different offices of this agency have unscrupulously used varied types of letterhead, giving more emphasis, in many cases, on the name of their specific department/project thru bold, block letters. These stationeries have been even improperly used in several outgoing communications prepared to be signed in my capacity as Administrator of NIA.

To ensure uniformity, you are hereby directed to order the printing of the proper letterhead format by following this pattern:

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

TANGGAPAN NG TAGAPANGASIWA  
(For the Office of the Administrator)  
OR  
NAME OF OFFICE, DEPARTMENT, OR STAFF  
(For Others)

Strict compliance hereon is enjoined.

(SGD.) ALFREDO L. JUINIO  
Administrator

*For proper dissemination to all*

*concerned July 14, 1977*

*7/14 9:45 a.m.* → GRC