

PANGASINAN PANTALEON NG PATISIC
(National Irrigation Administration)
(TANGALAN NG TALA-PANGASINA)
Lungsod ng Quezon

Recd. - 8-1-77

MC # 37, S. 1977

RCV-8-1

RSM - 62

ENB - 92

ADD - 100

JTS - 8-1

D SG - 1 ang.

LBN - Rh 8-1

ZDR - 3dr

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

SUBJECT : Routing of Official Papers, Vouchers, & Checks

Quoted hereunder are pertinent portions of MC # 8, dated
January 30, 1967 :

..."1. Routing of official papers should be limited to those absolutely needed to pass on the papers. These should be acted on as expeditiously as possible and normally within 24 hours unless more time is needed for study and investigation. Only authorized NIA personnel shall handle official papers and, in every case, the time received and the time acted upon shall be indicated.

Whenever a course of action has been directed by the Administrator, the papers shall be given direct to the Administrator unless there is specific instruction to pass the papers to other officials...."

and MC #8, series of 1973:

..."In routing the papers or reports required, initials of parties involved should also indicate the date and time when such initials have been affixed so that responsibility for in-action could be properly pin-pointed..."

The undersigned reiterates strict implementation of the abovequoted directives to ensure prompt and expeditious action on all official papers, especially those which have target dates of completion and subsequent submission to proper authorities concerned.

See to it that all the blanks of the Routing Slip Form, copy attached, is properly filled up by the respective officials. Remarks/Explanation should be written whenever action cannot be done within 24 hours.

In the interest of better service, strict compliance is hereby enjoined.

(SGD.) ALFREDO L. JUINIO
Administrator

Attachment: Routing Slip Form
July 14, 1977