

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

MC# 42, s. 1977

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS/  
STAFF; PROJECT MANAGERS; REGIONAL IRRIGATION DIRECTORS;  
PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION  
SUPERINTENDENTS; AND ALL OTHERS CONCERNED  
This Agency

SUBJECT:: Memorandum Circular No. 987 Requiring Participants in  
Seminars, Workshops, Conventions, Conferences to Submit  
Reports on their Participations

Quoted hereunder is Presidential Memorandum Circular No. 987  
dated June 10, 1977, on the above subject matter.

" Government officials and employees are being authorized to  
attend conferences, seminars, conventions, workshops and the like  
on official time with payment of fees and transportation expenses  
and sometimes with per diems and other expenses, with the expecta-  
tion that they would acquire additional knowledge and skills that  
will better prepare them for the performance of their official  
duties.

Participants are therefore hereby exhorted to be conscientious  
and diligent; they should attend all scheduled sessions and lectures  
and read all the prescribed materials and official handouts.

Any government official or employee who has been so authorized,  
at least on official time, is hereby required to submit within thirty  
(30) days after the termination thereof, a complete report to his  
agency head on his attendance or participation, which shall include  
a summary of the discussions taken up, briefs of the lectures, pres-  
cribed materials and official handouts. He shall include in the  
report his recommendations, if any, for the improvement of the ser-  
vice being rendered by his office resulting from what he learned  
from his participation. Two copies of the report shall be furnished  
the office of the President.

Failure to submit such a report within the prescribed period  
shall render the official or employee concerned ineligible to attend  
any other or similar gathering and liable to the refund of all the  
expenses incurred by his office for his attendance, including his  
salary during the period thereof.

This Circular shall take effect immediately.

(SGD) JACOBO C. CLAVE  
Presidential Executive Assistant "

It is advised that any official or employee authorized to attend  
any training activity be informed of the contents of this circular  
especially the third and fourth paragraph thereof for proper guidance  
and strict compliance.

Please be guided accordingly.

(SGD) ALFREDO L. JUINIO  
Administrator