

Rec'd - 12/21

Republika ng Pilipinas
PAMRANSANG PANGASTIWAN NG PATURIG
(National Irrigation Administration)
Lungsod ng Quezon

NOTED:

RCV - *[Signature]* 12/21
EMB - *[Signature]*
ADD - *[Signature]*
RPP - *[Signature]* 12-22-77
JTS -
ZDR -

MC # 63, s. 1977

MEMORANDUM CIRCULAR

TO : ASSISTANT ADMINISTRATORS; CHIEFS OF DEPARTMENTS
AND STAFFS, HEADS OF SPECIAL PROJECTS; REGIONAL
IRRIGATION DIRECTORS; PROJECT ENGINEERS; PRO-
VINCIAL IRRIGATION ENGINEERS; IRRIGATION SUPERIN-
TENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION
SYSTEMS/OFFICES AND ALL OTHERS CONCERNED.
National Irrigation Administration

SUBJECT : Submission of Sealed Combination to Vault or Safe

It has been observed that due to the death or disappearance of an accountable officer, his or her safe is forcibly opened thus resulting in the destruction of the equipment. This is resorted to because of the failure of such accountable officer to submit in a sealed envelope the combination of the safe upon assumption of duty and/or after changing its combination, in accordance with Memorandum Circular No. 2 dated June 25, 1965 of the Corporate Auditor.

In view hereof, it is hereby directed that all officials and employees in the custody of a safe or vault, including those who may have already complied with the above circular, shall submit to the undersigned, Attention: Corporate Treasurer, their combinations in a sealed envelope (General Form No. 85) with the following information on the face thereon:

1. Office and Address
2. Brief description of safe or vault
3. Signature over printed name
4. Designation
5. Date

Henceforth, all incoming officials and employees, in the custody of a safe or vault or upon changing its combination shall likewise submit the combination in the required sealed envelope.

Strict and immediate compliance is enjoined.

(SGD.) ALFREDO L. JUINTO
Administrator

December 19, 1977