

REV. *MC*  
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EMB *MC*  
NGC *MC*  
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AVJ *MC*

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

MC No. 44, s. 1981

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, DEPARTMENT HEADS,  
REGIONAL IRRIGATION DIRECTORS, PROJECT MANAGERS,  
OPERATIONS MANAGER, PROVINCIAL IRRIGATION ENGINEERS,  
PROJECT ENGINEERS, IRRIGATION SUPERINTENDENTS,  
CASHIERS, AND ALL OTHERS CONCERNED.

SUBJECT : BUREAU OF THE TREASURY MEMORANDUM CIRCULAR NO. 3-78-A  
RE: AMENDMENT OF THE PROCEDURES FOLLOWED BY HEADS OF  
TREASURY REGIONAL OFFICES IN DEPUTIZING OFFICERS  
AUTHORIZED TO SIGN AND COUNTERSIGN TREASURY CHECKING  
ACCOUNT FOR AGENCIES (TCAA) CHECKS.

Quoted hereunder are pertinent provisions of Treasury Memorandum Circular No. 3-78-A dated July 20, 1981:

"1.0 PURPOSE

This circular is issued to amend Paragraph 5.0 and other pertinent provisions of TMC No. 3-78 dated June 16, 1978 and to facilitate the preparation of an updated masterlist of all Deputized Signing and Countersigning Officers by using revised formats of the Deputation Appointments and assigning new Disbursing Officer Code.

2.0 DEPUTATION PROCEDURES

- 2.1 All Disbursing Officers and Countersigning Officers deputized pursuant to TMC No. 3-78 including those deputized prior thereto by the Treasury of the Philippines, shall be redeputized.
- 2.3 The Head of the Treasury Regional Office, or in his absence, his duly authorized representative, shall issue the new Deputation Appointments for all Deputized Disbursing Officers and Deputized Countersigning Officers.
- 2.4 A new set of Specimen signature Cards shall be accomplished by the DDO/DCO as prescribed under Treasury Memorandum Circular No. 3-78 for file updating purposes.
- 2.5 The new Deputized Disbursing Officer Code (DDO Code) to be assigned by the Head of the Treasury Regional Office shall consist of five (5) characters; the first, an alphabetic character representing a particular region, and the next four (4) are numeric digits.
- 2.8 A Certificate of Cancellation shall likewise be issued to a DDO/DCO upon termination of his designation as DDO/DCO.

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#### 4.0 RESPONSIBILITIES

##### 4.3 The Deputized Disbursing/Countersigning Officer shall:

- 4.3.1 Accomplish the required Specimen Signature Cards in the manner prescribed in TMC No. 3-78.
- 4.3.2 Secure the Redeputation Appointment from the Treasury Provincial Fiscal Examiner concerned upon surrender of the old Deputation Appointment for cancellation.
- 4.3.3 Apply for the Deputation Appointment from the Treasury Provincial Fiscal Examiner concerned. (For newly appointed/designated Disbursing/Countersigning Officers only.)
- 4.3.4 Use the new DDO Codes on all TCAA checks immediately upon redeputation/deputation.

##### 4.4 Agency Head/Regional Director shall:

- 4.4.1 Request the Bureau of the Treasury (BTR) Regional Director concerned for the cancellation of the deputation appointment of DDO/DCO whose appointment has been cancelled.

#### 5.0 REPEALING CLAUSE

Provisions of Treasury Memorandum Circular No. 3-78 which are inconsistent herewith are deemed repealed or modified accordingly.

#### 6.0 EFFECTIVITY

This Circular shall take effect immediately."

All Signing/Countersigning Officers of this Office are hereby directed to coordinate with their respective Treasury Provincial Fiscal Examiner.

Immediate compliance by all concerned is hereby enjoined.

(SGD.) FIORELLO R. ESTUAR  
Administrator

October 7, 1981