

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

MC # 14, s. 1982

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, DEPARTMENT/STAFF
HEADS, REGIONAL IRRIGATION DIRECTORS, PROJECT/
OPERATION MANAGERS, IRRIGATION SUPERINTENDENTS,
PROJECT ENGINEERS, PROVINCIAL IRRIGATION ENGI-
NEERS, AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Letter of Instruction No. 1198

Attached for your information, guidance and implementation
is LOI No. 1198.

In this connection, the following guidelines is hereby issued
for strict observance by all concerned.

1. Construction of new buildings shall not be allowed except
for new NIA offices (example: New Projects) which, however,
shall be subject to the approval of the Administrator.
2. The improvement, remodelling, and modernization of existing
buildings and offices which tends to make said buildings
and offices more luxurious and expensive shall be suspended
immediately. Only repairs to bring old buildings back to
their original condition, which fall strictly within the
purview of maintenance work, shall be allowed.
3. Purchase of office furniture and equipment shall likewise
be immediately stopped, except those intended for use in
new NIA Offices like new projects. However, before such
purchases maybe allowed, the requisition shall contain
a certification by the NIA Property Officer that the items
requested are not carried in stock. Requisition for
furniture and equipment which are for modernization shall
not be considered.

Please be guided accordingly.


FIORELLO R. ESTUAR
Administrator

March ²²16, 1982