



Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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MC # 16 s. 198 2

MEMORANDUM CIRCULAR

TO : All Assistant Administrators; Department Heads;  
Regional Irrigation Directors; Operations and  
Project Managers; Irrigation Superintendents;  
Provincial Irrigation Engineers; Project  
Engineers; and all Others Concerned  
National Irrigation Administration

subject : Implementation of New Scheme for Training  
Activities

Beginning the calendar year 1982 and thereafter, we are implementing a scheme by which expenses for training activities in the Agency would be on a revolving basis. This scheme involves the allocation of a seed fund for training purposes wherein expenses for training conducted in or for any particular region, project, or department would be advanced from the seed fund and later billed from the allocation of the particular region, project, or department concerned.

The following guidelines are hereby issued for the implementation of this scheme:

1. All training programs to be conducted for each calendar year shall have been included in the training calendar approved by the Central Office. It is assumed that training activities incorporated in the training calendar have been recommended by the Directors/Managers concerned. Deviations from the training calendar may be considered only in meritorious cases properly justified by the Director or Manager, as the case may be;

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2. Expenses to be incurred in any approved training activity conducted by NIA either in NIA Training Centers or outside venues, may be advanced from the training seed fund. Same expenses shall be later billed in proportional basis from the departments, projects, or regions where the training participants come from. However, in cases where a training activity has a specific funding source, such as NIA-Ford Project, NISIP, Institutional Development, etc., the billing will be direct to said source.
3. Expenses of trainees attending courses, seminars, conferences and allied training activities outside the NIA and conducted by other Agencies, will be treated similarly as in item # 2 of this Circular unless otherwise specified.

For compliance.

  
FIORELLO R. ESTUAR  
Administrator

March 25, 1982