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

MC # 19, s. 1982

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS; REGIONAL IRRIGATION  
DIRECTORS; PROJECT/OPERATION MANAGERS; DIVISION  
CHIEFS; CASHIERS; COLLECTING OFFICERS; PROPERTY  
OFFICERS/CUSTODIANS AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : Issuing Clearance to Officials and Employees with  
money and property accountability and work responsibility

It has come to my attention that in various occasions, particularly in the field offices, clearances were issued to personnel who resigned or retired without actually clearing themselves of their property accountabilities such as official receipts used and/or unused, cashbooks and some items of equipment. Likewise, employees are allowed to leave the office without turning over important work assignments to their replacement or to the supervisor concerned. These practices are very unsound and are detrimental to the service.

In view hereof, it is directed that henceforth officials issuing clearance shall in all instances ascertain -

- (a) that the applicant for clearance has in fact fully settled/turned over his money and property accountability including accountable forms issued to him to the proper authority; and
- (b) that the applicant has completed his work assignment or that his substitute/replacement has been sufficiently briefed for the latter to take over the work to be left behind.

In this connection, you are reminded to exercise your responsibility in issuing clearance with prudence, otherwise you will be held liable for any unsettled accountability left behind by an employee to whom clearance was issued.

Please be guided accordingly.

(SGD.) FIORELLO R. ESTUAR  
Administrator

April 16, 1982