

5/28

OMC - *pm*
NCC - *ngc*
EMB - *emb*
EBB - *rap*
LPE - *lpe*
AKI - *aki*
RAP - *rap*
SBB - *sbb*

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

MC # 28 s. 1982

MEMORANDUM CIRCULAR

T O : THE REGIONAL IRRIGATION DIRECTORS/HEADS OF
FOREIGN-ASSISTED PROJECTS/CHIEFS OF SYSTEMS/
REGIONAL/PROJECT ACCOUNTANTS/CASHIER AND
ALL OTHER CONCERNED

SUBJECT : Turn-over of Used and Unused Official Receipts/
Accountable Forms upon Separation from the Service

Upon retirement/resignation/separation of any accountable official/employee from the service, all accountable forms/official receipts in their custody, should be turned-over to their respective Cashiers before any clearance from money and property accountabilities is issued to them. The turn-over of these forms should be done in the presence of the Resident Auditor and the Accountant concerned.

It shall be the responsibility of the Cashier to see to it that all forms/receipts are accounted for; otherwise he shall be liable therefor.

This memorandum takes effect immediately.

Strict compliance is enjoined.

(SGD.) FIORELLO R. ESTUAR
Administrator

19 May 1982