



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

TELEPHONE NOS.:
CABLE
TELEX

97-60-71 to 78
NIAPHIL
42802 NIA PM

OUR REFERENCE:

M.C. NO. 60, s. 1982

MEMORANDUM CIRCULAR

T O : ALL ASSISTANT ADMINISTRATORS, DEPARTMENT
HEADS, REGIONAL IRRIGATION DIRECTORS,
PROJECT/OPERATIONS MANAGERS, IRRIGATION
SUPERINTENDENTS, PROVINCIAL IRRIGATION
ENGINEERS, REGIONAL ACCOUNTANTS, CASHIERS,
DISBURSING OFFICERS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Reiteration of MC No. 47, s. 1972 pertaining
to the prohibition of payroll deductions in
favor of private parties, firms or individuals

It has come to my attention that payroll deductions in favor of private parties remain unabated. In this connection, MC No. 47, s. 1972 is hereby reiterated and quoted for strict compliance of all concerned.

"All payroll deductions in favor of private parties, firms or individuals except those due government agencies should be discontinued. This practice has cost the NIA time and effort in collecting and remitting the amounts due the private parties concerned. In all these transactions, this Office has been incurring expenses for supplies and materials."

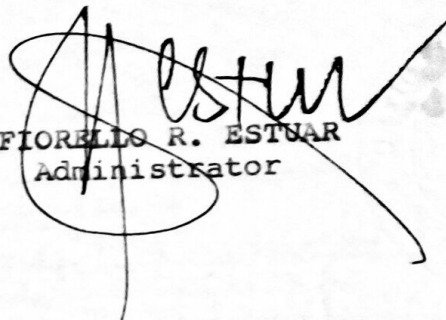
Likewise, attention is also called to the practice of some employees of using official time to transact personal business such as sale of merchandise and collection of private or personal accounts. This practice causes disturbance to other workers, delays submission of reports and may even be used as a reason for requesting additional casuals.

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These practices should immediately be discontinued and henceforth should not be tolerated.

However, NIA employees' associations recognized by management such as the NIA COOP and NIASLA or their equivalent in the field offices are not covered by the restrictions in this circular.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.


FIORELLO R. ESTUAR
Administrator

November 25, 1982