



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

TELEPHONE NOS.: 97-60-71 to 78
CABLE NIAPHIL
TELEX 42802 NIA PM

OUR REFERENCE:

MC # 16, s. 1983

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION DIRECTORS, PROJECT/ OPERATION MANAGERS, IRRIGATION SUPERINTENDENTS AND OFFICERS-IN-CHARGE OF SYSTEMS, PROVINCIAL IRRIGATION ENGINEERS, AND ALL OTHERS CONCERNED
National Irrigation Administration


SUBJECT : Travel of Field Personnel to Central Office

For more effective coordination between central office and field offices the following policies on travel of field personnel to Central Office are hereby promulgated:

1. Official travel of all Regional Irrigation Directors and Project Managers from their respective stations to central office shall be authorized by the Administrator only, or in his absence his designated OIC. Field officials so authorized shall report immediately to the Administrator upon arrival at central office.
2. Official travel to central office of all other field personnel shall be authorized by the appropriate Assistant Administrator. All employees so authorized shall immediately report to the appropriate project/department needing their presence.
3. Certificate of appearance shall be signed by the department/ project chief where the business is transacted.

This Memorandum Circular takes effect immediately and supersedes all issuances or parts of issuances which are contrary to the above.

For strict compliance.


CESAR L. TECH
Administrator

June 5, 1983