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

MC No. 17, s. 1983

MEMORANDUM CIRCULAR

TO : All Assistant Administrators  
Department Heads  
Regional Irrigation Directors  
Project Managers  
The Head, Complaints and Action Center  
All Others Concerned

SUBJECT : Guidelines in the Investigations of  
Irregularities

It has been observed that some NIA officials and offices have been conducting investigations on complaints and allegations of irregularities that come their way regardless of the nature of the complaint and without clearance from the Administrator. In a few instances, some complaints are being investigated simultaneously by two or more offices without knowing that they are investigating the same subject matter. Naturally, this has resulted in duplication of work and wasteful utilization of manpower and resources, not to mention cries of harassment from the employees denounced.

While offices are encouraged to investigate and check irregularities, especially within their domain, it is important that the same be done in an orderly and effective manner. Accordingly, in order to avoid duplication of work, the following guidelines shall be observed by all parties concerned:

1. In general, all complaints received at the Central Office in Quezon City,

together with the initial assessment of the receiving official, shall be forwarded to the Administrator for necessary action.

2. All complaints received by a field official may be acted upon by said official, if the subject matter falls under his responsibility within his domain. The official concerned shall, however, submit a report to the Administrator on action taken on such cases.
3. Requests for travels of civil security officers at C.O. and of the Complaints and Action Center (CAC) for any purpose, especially investigating alleged violations or irregularities, shall be approved first by the Administrator.
4. The Audit Division of the Management Services Department shall limit itself to its regular functions unless directed by the undersigned to conduct a management audit on certain cases for purposes of investigation.
5. The Legal Department shall evaluate the findings on cases investigated by other officers and make necessary recommendations. The Legal Department may be requested to conduct fact-finding investigations on those offenses which were committed by the employees in connection with their duties. However, offenses which partake the nature of ordinary public crimes, such as: theft, robbery, assault, etc., should be referred to the nearest police authorities for investigation and filing of criminal cases. Copies of the police report should be furnished the Legal Department so that administrative action can be taken against the employee concerned.

6. The QAC shall confine its activities to its regular functions of referring complaints to the appropriate offices or officials concerned and monitoring the same. Offices which do not respond to the complaints after a reasonable period of time should be reported to the undersigned. In no case shall the QAC conduct a fact-finding investigation of any case unless directed by the undersigned to do so.
7. If a complaint touches on different kinds of irregularities and involve another sector, the Assistant Administrator concerned should consult the other Assistant Administrator before taking necessary action.
8. In all cases, the right is reserved for the Administrator to appoint or designate any official or employee to conduct an investigation or to be a member of the investigating team or committee.

Please be guided accordingly.

(SGD) CESAR L. TECH  
Administrator

June 8, 1983