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FOR  
YBR

REPUBLIKA NG PILIPINAS  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(NATIONAL IRRIGATION ADMINISTRATION)  
LUNGSOD NG QUEZON

MC # 17, s. 1985

MEMORANDUM CIRCULAR

T O : THE REGIONAL IRRIGATION DIRECTORS, OPERATION  
MANAGERS, IRRIGATION SUPERINTENDENTS, PROVIN-  
CIAL IRRIGATION ENGINEERS, REGIONAL/CORPORATE  
ACCOUNTANTS AND ALL OTHERS CONCERNED  
THIS AGENCY

SUBJECT : APPOINTMENTS OF ACCOUNTING AND CASHIERING  
PERSONNEL IN THE REGIONS/SYSTEMS/PIOs

IT HAS BEEN NOTED THAT THERE ARE SOME ACCOUNTING AND CASHIERING PERSONNEL WHO ARE STILL INADEQUATE TO PERFORM THEIR INHERENT DUTIES AND RESPONSIBILITIES, AS REFLECTED IN SOME INACCURATE, IMPROPER AND DELAYED REPORTS. TO MINIMIZE RECURRENCE OF THESE PROBLEMS YOU ARE INSTRUCTED TO REQUIRE YOUR CHIEF ACCOUNTANT TO EVALUATE THE CANDIDATES FOR ALL POSITIONS IN THE ACCOUNTING AND CASHIERING UNITS IN YOUR RESPECTIVE JURISDICTIONS AND ADVISE YOU ON THE SUITABILITY OF SAID CANDIDATES FOR APPOINTMENT. WHERE NECESSARY THE CHIEF ACCOUNTANT MAY CONDUCT AN ORAL INTERVIEW AND/OR GIVE A BRIEF WRITTEN EXAMINATION TO GAUGE THE COMPETENCE AND/OR POTENTIAL OF AN APPLICANT-CANDIDATE. HENCEFORTH ALL APPOINTMENT PAPERS FOR ACCOUNTING OR CASHIERING POSITIONS SHALL BEAR THE INITIALS OF THE CHIEF ACCOUNTANT BELOW THE SIGNATURE OF THE RECOMMENDING OFFICIAL.

THIS MEMORANDUM CIRCULAR TAKES EFFECT IMMEDIATELY. PLEASE BE GUIDED ACCORDINGLY.

(SGD.) CESAR L. TECH  
ADMINISTRATOR

APRIL 2, 1985

\*\*\*PURS\*\*\*  
4-2-85