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

MC No. 19, s. 1985

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION DIRECTORS; PROJECT MANAGERS AND PROVINCIAL IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND OFFICER-IN-CHARGE OF SYSTEMS; CHIEF CORPORATE ACCOUNTANT AND PROJECT ACCOUNTANTS; CORPORATE AUDITOR AND PROJECT AUDITORS; DISBURSING OFFICERS AND ALL OTHERS CONCERNED:
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : DISCONTINUANCE ON THE USE OF PNB CHECKING ACCOUNTS FOR NISIP, CIDP, PRIP AND OTHER FOREIGN ASSISTED PROJECTS UNDER THE SUPERVISION OF THE REGIONAL IRRIGATION DIRECTOR/OPERATIONS MANAGER AND THE USE INSTEAD OF THE REGULAR PNB CHECKING ACCOUNT FOR OPERATION AND MAINTENANCE.

THIS CIRCULAR IS ISSUED TO SIMPLIFY AND FURTHER IMPROVE THE USE OF PNB CHECKING ACCOUNT FOR PROJECTS UNDER THE COMBINATION DEPOSIT ACCOUNT FACILITY OF THE PHILIPPINE NATIONAL BANK.

IT HAS BEEN OBSERVED THAT THE REGIONAL/UPRIIS ACCOUNTANTS USUALLY ENCOUNTER DIFFICULTIES IN PREPARING THEIR RESPECTIVE BANK RECONCILIATION STATEMENT FOR CURRENT ACCOUNTS MAINTAINED WITH THE PNB FOR NISIP, CIDP, PRIP AND OTHER FOREIGN-ASSISTED PROJECTS. PRESENTLY, WE ARE MAINTAINING AT PNB NIA BRANCH ONE (1) CENTRALIZED CURRENT ACCOUNT FOR EACH PROJECT AND THESE PROJECTS ARE NATIONWIDE SUCH THAT THE MONTHLY BANK STATEMENT OF ACCOUNT CURRENT FOR EACH PROJECT CONTAIN CHECKS ISSUED IN THE CENTRAL/REGIONAL/UPRIIS OFFICES WHICH MAKES IT VERY DIFFICULT TO SORT, THOSE FOR CENTRAL OFFICE/REGIONS AND UPRIIS.

TO MINIMIZE THIS PROBLEM AND TO FACILITATE THE PREPARATION OF BANK RECONCILIATION STATEMENT, EFFECTIVE APRIL 1, 1985, THE PNB COMMERCIAL CHECKS FOR REGULAR CURRENT ACCOUNTS MAINTAINED FOR OPERATION AND MAINTENANCE ISSUED TO VARIOUS REGIONAL/UPRIIS OFFICES WILL BE USED WHEN ISSUING CHECK FOR DISBURSEMENTS PERTAINING TO NISIP, PRIP AND CIDP TRANSACTIONS.

RETURN OF UNUSED PNB COMMERCIAL FORM OF BLANK CHECKS:

THE UNISSUED PNB COMMERCIAL FORM OF BLANK CHECKS OF NISIP, PRIP AND CIDP SHALL BE RETURNED BY THE DISBURSING OFFICERS CONCERNED TO THE NIA CORPORATE TREASURER. COPIES OF THE INVOICES UPON RETURNING THE BLANK PNB CHECKS SHALL BE FURNISHED THE (1) CORPORATE AUDITOR (2) PROJECT AUDITOR (3) PROJECT ACCOUNTANT AND (4) CENTRAL OFFICE, CHIEF ACCOUNTANT.

STATEMENT OF RESPONSIBILITIES:

IN ADDITION TO THE RESPONSIBILITIES MENTIONED UNDER MC No. 51 s.1982:

(A) THE CORPORATE TREASURER SHALL:

ADVISE THE PNB NIA BRANCH THAT THOSE NIA OFFICIALS PREVIOUSLY AUTHORIZED TO SIGN AND COUNTERSIGN CHECKS ISSUED IN THE FIELD OFFICES FOR NISIP, PRIP AND CIDP WILL STILL BE THE SAME OFFICIALS WHO WILL SIGN AND COUNTERSIGN THE REGULAR CHECKING ACCOUNT CHECKS FOR OPERATION AND MAINTENANCE TO BE USED FOR NISIP, PRIP AND CIDP TRANSACTIONS.

(b) THE REGIONAL/UPRIIS ACCOUNTANT SHALL:

INSTITUTE PROPER SAFEGUARDS FOR THE SAFEKEEPING OF BLANK CHECKS REQUISITIONED FROM THE PNB.

(c) THE DISBURSING OFFICER SHALL:

SEE TO IT THAT SEPARATE REPORT OF DISBURSEMENT FOR CHECK PAYMENTS SHALL BE PREPARED FOR EACH FOREIGN-ASSISTED PROJECT. HENCE, SEPARATE CHECK BOOKLETS FOR EACH PROJECT SHALL ALSO BE MAINTAINED IN ORDER THAT CHECK NUMBERS COULD BE SERIALLY ARRANGED IN THE REPORT OF DISBURSEMENTS TO FACILITATE THE PREPARATION OF THE BANK RECONCILIATION STATEMENT.

THIS CIRCULAR TAKES EFFECT APRIL 1, 1985.

STRICT COMPLIANCE BY ALL CONCERNED IS HEREBY ENJOINED.

(SGD.) CESAR L. TECH
ADMINISTRATOR

PPG/cru
MARCH 11, 1985

CONCURRED:

(SGD.) EMILIANO B. MAGBIRO
AUDITOR VII

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