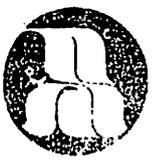


7/18/85



Republika ng Pilipinas
Hamansang 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 # 32 s, 1985

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS; ALL HEADS OF DEPARTMENTS/
STAFFS; REGIONAL IRRIGATION DIRECTORS, PROJECT MANAGERS;
PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION
SUPERINTENDENTS AND/OR OFFICER-IN-CHARGE OF IRRIGATION
SYSTEMS; AND ALL OTHERS CONCERNED

SUBJECT : Prohibition Against Personal Follow-up of Appointment
Papers at the Office of Compensation and Position
Classification (OCPC) /Civil Service Commission (CSC)

In connection with the issuance of appointments to NIA officials and employees pursuant to the new Staffing Pattern under the on-going NIA reorganization, this Office is coordinating closely with OCPC/CSC to facilitate approval thereof.

Pursuant to arrangements arrived at between the latter Offices and the NIA, handcarrying/following up of appointments may be undertaken only by our duly authorized liaison men. Appointees are, therefore, enjoined to refrain from making personal follow-ups with the above Offices to insure smooth implementation of the agreed procedure/system. The prohibition on the handcarrying and personal follow-up of official papers/communications, as embodied in NIA MC #32, series of 1976 and NIA MC #40, series of 1977 is hereby reiterated.

Our expected time frame for the completion of our reorganization may only be attained with the full cooperation of each and everyone concerned. Should follow-up on the status of certain appointments be necessary, you are advised to transact business directly with the Personnel Division, NIA Central Office.

For compliance.


CESAR L. TECH
Administrator

12 July 1985