

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

MC # 029, s. 1986

MEMORANDUM CIRCULAR

T O : ALL THE ASSISTANT ADMINISTRATORS/REGIONAL IRRIGATION
MANAGERS/DEPARTMENT MANAGERS/PROJECT MANAGERS

In order to avoid office disruption and ensure efficient public service at all times the RIM/PM/OM, as the case may be, is hereby authorized to designate a suitable OIC or temporary replacement of any key official who goes on training or on leave, provided that the absence is not more than ten working days. Beyond this period a formal designation shall be secured from the Administrator by the head of office, thru the appropriate Assistant Administrator.

Under this temporary designation, the OIC shall as much as possible pass upon urgent or routinary matters only and shall sign as in the following example:

For the Chief, Engineering Division:

(Signature)
JUAN DEGA XERUZ
Supervising Engineer B

He shall likewise report to the permanent chief of office all the urgent and significant events that took place during the latter's absence.

This circular takes effect immediately.

Please be guided accordingly.

(SGD.) FEDERICO N. ALDAY, JR.
Administrator

Small circulars from the Administrator by the head of office, thru the

October 1, 1986

Temporary Designation of OICs when Key officials go on training or leave