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

MC No. 035, s. 1986

MEMORANDUM CIRCULAR

TO : THE REGIONAL IRRIGATION DIRECTORS, PROJECT MANAGERS,  
OPERATION MANAGERS, PROVINCIAL IRRIGATION ENGINEERS,  
IRRIGATION SUPERINTENDENTS AND PROJECT ENGINEERS

SUBJECT : Approval of Request for Overtime Services in the Field

In the interest of the service and in order to expedite project implementation and facilitate systems management you are hereby authorized to approve requests for overtime services compensable by meal allowance and reimbursement or reasonable transportation for monthly employees and the usual daily rate for daily wage employees for personnel under your administrative jurisdiction in accordance with the provisions of MC No. 22, s. 1978 and with the following conditions:

1. That the total amount previously approved for the program of work is not exceeded;
2. That only such number of personnel as may be necessary shall render overtime work but in no case be more than 50% of the total work force of the whole project at any given time;
3. That a duly designated senior officer shall supervise the overtime work;
4. That a report on overtime services rendered and work accomplished shall be submitted to the RID/PM/OM immediately upon completion of overtime who shall then submit a summary of the same to the appropriate Assistant Administrator at the end of every month; and
5. That the same shall be subject to availability of funds.

Further, you are directed to plan and schedule the work as well as the resources in your areas of responsibility in order to minimize the need for overtime services.

For strict compliance.

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

20 November 1986