

(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER  
E. DE LOS SANTOS AVENUE  
QUEZON CITY PHILIPPINES

TELEPHONE NOS.:  
CABLE  
TELEX

97-60-71 to 78  
NIAPHIL  
42602 NIA PM

OUR REFERENCE:

MC No. 034 s. 1987

MEMORANDUM CIRCULAR

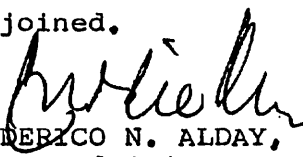
TO: THE ASSISTANT ADMINISTRATORS, DEPARTMENT/STAFF  
MANAGERS, REGIONAL IRRIGATION MANAGERS,  
OPERATION/PROJECT MANAGERS, PROVINCIAL IRRIGATION  
ENGINEERS, IRRIGATION SUPERINTENDENTS AND ALL  
OTHERS CONCERNED.

SUBJECT: Repeal of Memorandum Circular No. 3, s. 1985  
Re: Guidelines in the Charging of Salaries  
and Wages of Personnel who are Detailed/  
Transferred.

It has been observed that several employees are being detailed or transferred from one NIA office to another due to the exigencies of the service. It has also been noted that most of these transferees are project employees whose services are slated for termination due to the forthcoming completion of the project. These details/transfers are mostly unsolicited by the recipient office and are sometimes done for accommodation purposes only and without an assurance of an item for the transferees in the plantilla of personnel. This practice, therefore, has adversely affected the stability of our Corporate Fund particularly when the salaries and benefits are to be charged to our current operation.

In view hereof, effective immediately, Memorandum Circular No. 3, series of 1985 which authorized the charging of salaries and wages of detailed/transferred personnel to the operating unit to where they actually performed their duties is hereby revoked. The Administrative Officers/Personnel Officers concerned should, therefore, see to it that all transferees are covered with duly approved appointment before they assume and draw their salaries to the operating unit to where they are to perform their new duties. Details of employees, on the other hand, should not be more than 90 days, after which, the employees concerned should return to his official station.

Strict compliance is hereby enjoined.

  
FEDERICO N. ALDAY, JR.  
Administrator

SGO: 7-9-87