

Republika ng Pilipinas
PAGIDIRANG PANGASINAHAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 011, s. 1989

MEMORANDUM CIRCULAR

TO : The Assistant Administrators; Heads of Departments/Staffs;
Heads of Foreign Assisted Projects; Regional Managers, UPRIS/
NARIIS Managers; Provincial/Project Engineers; Irrigation
Superintendents; Corporate Auditors; Regional/Projects Auditors;
Finance Managers; Regional/Project Accountants; Cashiers and
all concerned

National Irrigation Administration

SUBJECT : Submission of a Separate Report of Disbursements for each
Trust Account

To provide for an accurate and expeditious liquidation of trust liability accounts on advances given by government agencies and private entities for specific purposes or expenditures, the following instructions are hereby prescribed for the implementation of all concerned.

1. A separate Report of Disbursements shall be prepared for each trust account which is individually identified by the following acronym:

NFAD; DAF; MP/A-CIP; PDDP; NWDP; FORD; BAYER; NAFC-RELAB; NADP; and
SWIM.
2. Report of Disbursements prepared for expenditures paid by checks and by cash shall first be submitted for audit before copies of them are submitted to the Controllorship Department, NIA, Central Office.
3. For releases beginning April, 1987 which were already disbursed but which report of disbursements were not prepared separately, items 1 and 2 shall still be complied. These report of disbursements need not be booked-up if they were already taken up previously in the books of accounts.

This memorandum shall take effect immediately.

Strict compliance is hereby enjoined.

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

signed 03-15-89