



- Republika ng Pilipinas
Panloobang Pangasiwaan ng Palubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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

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OUR REFERENCE:

MC # 44, S. 1989

MEMORANDUM CIRCULAR

T O : ALL REGIONAL IRRIGATION MANAGERS, PROJECT MANAGERS,
OPERATIONS MANAGERS, PROVINCIAL IRRIGATION ENGINEERS,
IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED
This Agency

SUBJECT : Proper Labelling of all NIA Vehicles and
Garaging such Vehicles in Official
Designated Garage

Hereunder are amendments to NIA Memorandum Circular No. 9, series of 1978, particularly, with respect to Numbers 1, 2 and 3 thereof. As amended, subject provisions of MC No. 9, S. 1978 shall read as follows:

- "1. All motor vehicles of this agency shall be labeled "NIA" conspicuously at the front and at the back in addition to existing markings at the sides.
- "2. No motor vehicle shall be garaged at a private place or residence. Vehicles from field offices/projects when in Metro Manila shall be garaged either at the NIA Complex, EDSA or the NIA Compound at Fort Santiago. Drivers or employees who come to Metro Manila with NIA motor vehicles shall secure certificates from an official duly authorized by the Administrator stating that the vehicle was garaged in the NIA Complex or at Fort Santiago every night during its stay in Metro Manila. No driver or employee shall be issued a certificate of appearance and allowed to collect travel expenses without such certification.
- "3. All motor vehicles in the field shall be garaged at official NIA garages duly designated by the Chief of Office and no vehicle shall be garaged at any other place. The Chief of Office shall assign a responsible official to monitor all motor vehicles in this regard and any violator hereof shall be subjected to disciplinary action."

You are, hereby, instructed to cause the strict compliance with the above-cited provisions of the said circular.

For compliance.


JOSE B. DEL ROSARIO, JR.
Administrator

September 7, 1989