

Republika ng Pilipinas
PAMBANSANG PANGASIJAAN NG PATUBIG
(National Irrigation Administration,
Lungsod ng Quezon

MC # 32, s. 1990

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
HEADS OF DEPARTMENTS/STAFFS, HEADS OF FOREIGN-
ASSISTED PROJECTS, REGIONAL IRRIGATION MANAGERS,
UPRIS/MARLIS MANAGERS, PROVINCIAL/PROJECT
ENGINEERS, IRRIGATION SUPERINTENDENTS, CORPORATE
AUDITORS, REGIONAL/PROVINCIAL AUDITORS, FINANCE
MANAGERS, REGIONAL/PROJECT ACCOUNTANTS, CASHIERS
AND ALL CONCERNED
National Irrigation Administration

SUBJECT : Certificate of Appearance

For your information, guidance and compliance, henceforth the certificate of appearance to support TRV of employees on official travel shall no longer carry a statement on whether or not the employees were provided with meals and/or lodgings. For this reason, employees concerned shall use the attached sample form.

This MC takes effect immediately and repeals item C of MC 12, s. 1989 and paragraph 2 of MC 13, s. 1988 only. All other provisions of said MCs are still in force.

For compliance.

(SGD.) JOSE B. DEL ROSARIO, JR.
Administrator

May 25, 1990

Republika ng Pilipinas
PAMBANSANG PANGASIMAHAN NG PATUBIG
(National Irrigation Administration)

(Name/place of Office)

CERTIFICATE OF APPEARANCE

Date

TO WHOM IT MAY CONCERN:

This is to certify that Mr./Mrs. _____
from the Office of _____
has actually appeared and conducted official business in this
Office under the following conditions:

Date of Arrival : _____

Date of Departure : _____

Purpose of Trip : _____

(Signature of Head of Office over
printed Name)

SUPPORTING DOCUMENT:

Authority to Travel/Travel Order