

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

MC # 1, s. 1991

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS,
OPERATION MANAGERS AND PROJECT MANAGERS AND ALL
OTHERS CONCERNED

SUBJECT : Authority To approve Termination of Services of Monthly
Project Personnel

In keeping with the thrust of the national government to decentralize operations and in order to facilitate the processing of papers, all Project Managers are authorized to approve the termination of services of all monthly project employees under their jurisdiction holding positions with salary grade 10 or below.

In effecting this authority, the official concerned shall see to it that the necessary clearances from work, property and financial accountabilities have been secured before the last salary/wage and/or any benefits are extended to their employees subject to the usual accounting and auditing procedures.

This memorandum circular takes effect immediately and supersedes all previous issuances or parts thereof contrary to the above.

Be guided accordingly.

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

January 2, 1991

J. Del Rosario
02 Jan 91

apl 1/3
hfy