

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

MC No. 29, s. 1991

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS,  
OPERATIONS/PROJECT MANAGERS, PROJECT ENGINEERS,  
IRRIGATION SUPERINTENDENTS, PROVINCIAL IRRIGATION  
ENGINEERS AND ALL OTHERS CONCERNED

SUBJECT : Merger of Administrative and Finance Functions of  
Offices Located in the same Compound as the  
Regional Office

In line with the objective of improving and strengthening operations in field offices as well as exposing the personnel to other aspects of work, thus significantly minimizing expenses, further merging of related functions in offices located in the same compound as the Regional Office is hereby effected. In this connection, as an addendum to MC 22, s. 1984, also on merger, the following guidelines shall be followed:

A. Offices Affected By The Merger:

- Region 1 - Regional Office, Pangasinan PIO and Agno-Sinocalan RIS
- Region 2 - a) Regional Office and Isabela PIO  
b) MARIIS H.O. and MARIIS District IV
- Region 3 - a) Regional Office, Bulacan PIO and Angat-Maasin RIS  
b) UPRIIS H.O. and UPRIIS District III
- Region 4 - Regional Office, Laguna PIO and Sta. Cruz-Mabacan RIS
- Region 5 - Regional Office, Camarines Sur PIO and Inarihan RIS
- Region 6 - Regional Office and Iloilo PIO
- Region 7/8 - Regional Office and Leyte del Norte PIO
- Region 12 - Regional Office and Libungan RIS

B. Guidelines:

1. The administrative functions such as procurement, security, janitorial and general support services of provincial and system offices located in the same compound with the Regional Office shall be integrated with those of

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the regional office and shall be placed under the supervision of the Manager, Administrative Division. Hence all personnel performing administrative functions such as canvasser, security guard, and utility worker/janitor, etc. in the provincial and system offices shall report to the Administrative Division of the Regional Office/UPRIIS/MARIIS head office.

Henceforth the Administrative Division of the region/UPRIIS/MARIIS head office shall be responsible for providing administrative services to the PIO/system indicated in this memorandum.

2. The property and storekeeping functions of the provincial and system offices shall also be placed under the supervision of the Manager, Finance and Management Division of the Regional Office so that reconciliation of accounting and property records shall be facilitated and easily monitored. Henceforth, all personnel involved in property/storekeeping activities, in the provincial and system offices shall be placed under the administrative and functional supervision of the Finance and Management Division of the Regional Office.

These functions are in addition to the accounting and cashiering functions in these offices previously merged with the Finance and Management Division, pursuant to MC 22, s. 1984.

Henceforth the Finance & Management Division of the region/UPRIIS/MARIIS shall be responsible for providing finance and management services to the PIO and system indicated in this memorandum.

The Management and Budget Section shall monitor the implementation of the merger and shall submit to the undersigned, Attention: Management Services Department, the progress of the merger including problems encountered if any and the suggestions/recommendations to solve these problems and to improve the system. A report on the implementation of this memorandum shall be submitted by the Regional Irrigation Manager/Operation Manager to the undersigned, Attn.: Assistant Administrator for Finance and Management not later than May 15, 1991.

This memorandum takes effect immediately and shall be enforced until further notice.

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

15 March 1991