

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

MC # 12, s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT
ADMINISTRATORS, HEADS OF DEPARTMENTS/STAFFS,
HEADS OF FOREIGN-ASSISTED PROJECTS, HEADS OF
PROVINCIAL IRRIGATION OFFICES, IRRIGATION
SUPERINTENDENTS AND ALL OTHERS CONCERNED

SUBJECT : COMMISSION ON AUDIT CIRCULAR NO. 92-392

Quoted hereunder in full is COA Circular No. 92-392 for
your implementation.

"Republic of the Philippines
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines

T O : All Heads of Departments, Agencies, Bureaus
and Offices of the National Government;
Provincial Governors; City/Municipal Mayors;
Local Treasurers; Local Accountants; General
Service Officers; COA Directors; Heads of
Auditing Units, National and Local Sectors,
And all others concerned.

SUBJECT : Availability of Various Revised Government
Accountable and Standard Forms at the
National Printing Office.

The Commission received a letter dated December 17,
1992 from Ms. Lucita C. Sanchez, Director of National
Printing Office (NPO) requesting the dissemination of
the availability of various revised government account-
able and standard forms.

Quoted hereunder is the text of the said letter:

"December 17, 1992

Mr. Eufemio C. Domingo
Chairman
COMMISSION ON AUDIT
Commonwealth Avenue
Quezon City

S i r :

In connection with the revision of various govern-
ment accountable and standard forms presently being
undertaken by that Commission and the National Printing
Office, we would like to inform that all the identified

forms intended for use in the local government operations as required in the Local Government Code, and General Form No. 13-A (Official Receipt) shall be available for distribution/sale by this Office by January 1993. All the specified general forms for national use shall be available by the second quarter of 1993. This is in view of the big volume of stock that we have in our inventory which need to be disposed aside from the revision processes that we had to undertake in changing the printing plates and other printing adjustments.

Inasmuch as several government agencies are already requisitioning the revised forms, allegedly required by government Auditors, may we request your assistance in circularizing this information to the Auditors and heads of government agencies so that we can effect the changes properly.

Thank you for your attention and assistance on this matter.

Very truly yours,

(SGD.) LUCITA C. SANCHEZ
Director IV"

For the information and guidance of all concerned.

(SGD.) EUFEMIO C. DOMINGO
Chairman

(SGD.) ROGELIO B. ESPIRITU
Commissioner

(SGD.) SOTRONIO B. URSAL
Commissioner"

Please be guided accordingly.

(SGD.) APOLONIO V. BAUTISTA
Administrator

24 March 1993