

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

MC No. 25, s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT
ADMINISTRATORS, DEPARTMENT MANAGERS,
STAFF HEADS, REGIONAL IRRIGATION
MANAGERS, OPERATION/PROJECT MANAGERS,
IRRIGATION SUPERINTENDENTS, PROVINCIAL
IRRIGATION OFFICERS, AND ALL OTHERS
CONCERNED

SUBJECT : Memorandum Circular No. 34, s. 1993 from the
Office of the President dated February 19,
1993.

Quoted hereunder in full is Memorandum Circular No. 34,
s. 1993 for your information and guidance.

"Office of the President
of the Philippines
Malacañang

MEMORANDUM CIRCULAR NO. 34

REQUIRING SETTLEMENT, SURRENDER, AND/OR TURNOVER
OF GOVERNMENT VEHICLES AND OTHER EQUIPMENT
OF OUTGOING OFFICIALS AND EMPLOYEES PRIOR
TO THE EFFECTIVITY OF THEIR TRANSFER,
RESIGNATION, RETIREMENT, OR SEPARATION
FROM OFFICE

The attention of this Office has been invited by
Department Secretaries to the growing incidence of non-
turnover/non-surrender by outgoing government officials
and employees of government property, such as vehicles,
communications equipment, and other government assets,
thereby hampering smooth operations of affected agencies.

Pursuant to existing rules and regulations, and
in the interest of public service, all heads of depart-
ments, bureaus, offices, agencies, and instrumentalities
of the government, including government-owned or

controlled corporations, are hereby directed to require all outgoing government officials and employees in their respective offices to effect a physical turnover of all government assets in their custody, such as vehicles, communication facilities, and all other equipment prior to the effectivity of their transfer to other agencies, resignation, retirement, or separation from office. Otherwise, clearance from their accountabilities shall not be issued and these equipment shall be physically retrieved from them.

All administrative and criminal sanctions within the existing laws, rules, and regulations shall be applied to any one (officials or employees), who by collusion, design or negligence, shall be found guilty of any violation hereof.

Strict compliance herewith is enjoined.

Manila, February 19, 1993.

By authority of the President:

(SGD.) ANTONIO T. CARPIO
Chief Presidential Legal Counsel"

For immediate and strict compliance.

(SGD.) APOLONIO V. BAUTISTA
Administrator

13 May 1993