

. Circulate
. File

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

MC # 54, s. 1993

MEMORANDUM CIRCULAR

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

SUBJECT : Travel of Field Personnel to Central Office

It has come to the attention of the undersigned that oftentimes a number of field officials and employees come to Central Office just to submit reports or to follow-up certain papers which otherwise can be transacted by telegram or ordinary mails or carried by others already given authority to come to Central Office.

This practice is detrimental to the interest of the service especially at this time that the Agency is under tight financial condition.

In view thereof, provisions of MC #16, s. 1983 are hereby re-stated and modified for the information and guidance of all concerned:

- 1) Official travel to Central Office of all field officials and employees shall be authorized only by the Administrator thru the Assistant Administrator concerned.
- 2) Certificate of Appearance shall be signed by the Administrator/Asst. Administrator concerned upon presentation of approved authority from the Administrator.
- 3) Submission of required reports or follow-up on transactions requiring C.O. actions shall be made thru telegram, radio, telephone, mail or other faster means of communication available in the area.

Official travel of field personnel within the region shall be approved by the Regional Manager while travel outside the region shall still be authorized by the Administrator thru the Assistant Administrator concerned.

In order to facilitate issuances of tickets and TEVs, a telephone, telegram or radiogram request and approval is advisable. For liquidation of expenses, the signed travel order and certificate of appearance are necessary.

This Memorandum Circular takes effect immediately and supersedes parts of issuances which are contrary to the above.

For strict compliance.

(SGD.) APOLONIO V. BAUTISTA
Administrator

September 27, 1993