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

MC # 55, s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT
ADMINISTRATORS, DEPARTMENT/REGIONAL/
OPERATIONS/PROJECT MANAGERS, IRRIGATION
SUPERINTENDENTS, CHIEFS OF PROVINCIAL
IRRIGATION OFFICES AND ALL OTHERS CONCERNED
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : SANCTIONS ON THE LOSS OF NIA OFFICIAL
RECEIPTS AND ACKNOWLEDGEMENT RECEIPTS

Basing on frequent reports from NIA field officials, the loss of NIA Official Receipts (OR) and Acknowledgement Receipt (AR) is becoming rampant in our field offices which has gone to an alarming point where strong possibility of irregularities might exist among our field collectors and other accountable officers in the convenient loss of NIA ORs/ARs.

In order to make our field collectors, collecting officers, cashiers and other accountable officers more responsible and careful in the custody and use of the NIA ORs/ARs and forestall the unauthorized use of lost ORs/ARs, the following sanctions shall be imposed on erring collectors and other accountable officers for the loss of said accountable forms.

First Offense - Five (5) months suspension of allowances

Second Offense - To be held administratively liable for gross negligence.

In any loss of these accountable forms, the Head of Office concerned shall immediately make public postings, in the local dialect, of the loss of NIA ORs/ARs in conspicuous places in the area stating that payment receipted under these lost ORs/ARs will not be honored by the NIA and inviting recipients, if any, of said lost ORs/ARs to report to the NIA field offices concerned. The Head of Office shall report as usual of such loss to Central Office for circularization. Failure on the part of the Head of Office to make public postings and report to Central Office of any loss of said accountable forms will make him equally responsible and liable.

Strict compliance is enjoined.

(SGD.) APOLONIO V. BAUTISTA
Administrator

September 27, 1993