

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

MC No. 83, s. 1993

MEMORANDUM CIRCULAR

TC : The Deputy Administrator, Assistant Administrators, Department Heads, Regional Irrigation Managers, Operations/Project Managers, Irrigation Superintendents, Provincial Irrigation Engineers, Project Managers, and All Others Concerned.

SUBJECT : Memorandum From The Office of Undersecretary of Department of Agriculture

Quoted hereunder in full is a Memorandum from the Office of Undersecretary Joemari D. Gerochi of the Department of Agriculture.

"December 1, 1993

Memorandum To:
Bureau/Regional Directors
and Heads of Attached Agencies
This Department

In line with the In-House Program for Government Employees, this Office is conducting a survey of all homeless employees under its bureaus, regional offices and attached agencies.

You are therefore requested to have the attached forms accomplished (Individual Survey Form and Agency Summary not later than January 15, 1994. You are authorized to reproduce the forms for the purpose.

Compliance hereto is enjoined.

(Sgd.) JOEMARI D. GEROCHI
Undersecretary"

In this connection, you are directed to accomplish the attached form and submit to the office of the Assistant Administrator for Administrative Services not later than January 10, 1994.

For compliance.

(SGD.) APOLONIO V. BAUTISTA
Administrator

December 20, 1993

IN-HOUSE PROGRAM FOR GOVERNMENT EMPLOYEE
INDIVIDUAL SURVEY FORM

II. BASIC INFORMATION

SIGNATURE OF RESPONDENT

AGENCY SUMMARY SHEET

Indicate whether summary is culled from:

CENTRAL OFFICE _____

REGIONAL OFFICE _____

I. TOTAL NO. OF EMPLOYEES _____

II. NO. OF RESPONDENTS _____

1. AGE _____ 21-30 years
 _____ 31-40 years
 _____ 41-50 years
 _____ 51-60 years
 _____ above 60 years

2. CIVIL STATUS _____ Married
 _____ Single
 _____ Single but Head of the family
 _____ Widowed
 _____ Separated

3. EMPLOYMENT _____ Permanent
 _____ Temporary
 _____ Contractual
 _____ Casual
 _____ Others

4. AVERAGE NO. OF FAMILY _____ 1 - 5
 _____ 6 - 10
 _____ 11 - 15
 _____ Above 15

5. MONTHLY FAMILY INCOME _____ Under \$5,000
 _____ \$5,000 to \$9,999
 _____ \$10,000 to \$14,999
 _____ \$15,000 to \$19,999
 _____ Above \$20,000

6. HOUSING TENURE _____ owned, with mortgage
 _____ owned, without mortgage
 _____ renter of private individual
 _____ renter of private institution/
 government (ex. ALIAS, Company housing)
 _____ rent-free
 _____ lease-purchase
 _____ Others, specify _____

7. LOT TENURE _____ owned, legally purchased
 _____ renter (verbal agreement)
 _____ renter (with contract)
 _____ rent-free w/o authority of owner
 _____ Others, specify _____

8. NO. OF EMPLOYEE-FAMILIES WHO OWN REAL PROPERTY ASIDE FROM EXISTING OCCUPANCY _____

9. NO. OF EMPLOYEE/S WHO HAVE BEEN AWARDED/AVAILED OF OF GOVERNMENT HOUSING ASSISTANCE/PROGRAM _____