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

MC No. 10, s. 1994

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS,
OPERATIONS/PROJECT MANAGERS, IRRIGATION
SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS,
PROJECT ENGINEERS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Signing of Official Documents by Officers-in-Charge

It has been observed that documents coming from field offices for approval/action of Central Office officials bear signatures of employees other than field officials who are authorized to sign documents, reports, and other official issuances. These signatures are illegible and Central Office oftentimes cannot identify the names of employees who signed them.

In order to avoid unauthorized approval and/or payment of claims, and to ensure smooth flow and processing of papers, all Regional/Project employees who are designated Officers-in-Charge shall affix their signatures over their printed names as shown below:

Position/Designation of
Official who is on leave,
or on official business.
Signature of OIC
Printed Name
Position title of OIC

For the Regional Manager:

JUAN DELA CRUZ
Division Manager A

The OICs shall likewise report to their permanent chiefs of office all official documents signed by them as well as urgent and significant events that took place during the latter's absence.

For compliance.

(SGD.) APOLONIO V. BAUTISTA
Administrator

February 28, 1994