

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

MC No. 01, s. 1995

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL IRRIG-
ATION MANAGERS, OPERATION/ PROJECT MANAGERS,
IRRIGATION SUPERINTENDENTS, PROVINCIAL IRRIGATION
OFFICERS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : AMENDMENT TO MC 4, s. 1992

MC 4, s. 1992 established a Reserve Fund to cover Terminal Leave of Project Personnel in order to insure availability of cash for Terminal Leave benefits of project personnel upon their separation from NIA. While the guidelines for establishing and utilization of said Reserve Fund is very clear, personnel of Project Management Offices based at NIA Central Office and other related project personnel was inadvertently overlooked, hence item 3 of said MC is hereby amended and to read as follows:

Item 3. This Reserve Fund shall be used to cover Terminal Leave benefits only. Ordinary leaves for the current year shall be charged to current budget of the project. "Personnel of Project Monitoring Offices (PMO), Eg., IOSP II, and Locally Funded Project Personnel shall be included to benefit from the reserve Fund".

This Memorandum Circular amends the above stated portion of MC 4, s. 1992 and shall take effect immediately.

(SGD.) APOLONIO V. BAUTISTA
Administrator

9 January 1995