

M.C. No. 7, s. 1997

March 6, 1997

TO : THE DEPUTY ADMINISTRATOR ; ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS ; REGIONAL IRRIGATION MANAGERS ; PROJECT MANAGERS; OPERATION MANAGER AND PROVINCIAL IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED

National Irrigation Administration

SUBJECT : DRINKING ALCOHOLIC BEVERAGES AND GAMBLING DURING OFFICE HOURS

It has been reported that there are personnel who drink liquor and/or gamble within the office premises during office hours or break time, in violation of existing office rules and Civil Service Commission Regulations.

Effective immediately, heads of respective centers are hereby instructed to remind their respective staffs of these particular prohibited acts, commission of which shall subject erring employee/s to the proper disciplinary action.

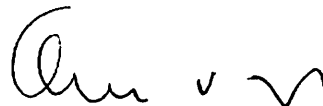
It shall be the duty of the supervisor of an erring employee to submit a report of any violation of the rules thru the next-higher supervisor, to the highest official for Administrative Services for proper evaluation and imposition of corresponding administrative sanction.

In the Central Office such reports shall be referred to the Legal Department.

In the field offices, the report shall be referred to the Legal Officer, if any, otherwise it shall be evaluated by the Administrative Division Manager for final action by the Regional or Project Managers.

Heads of Offices shall furnish a copy of this Memorandum Circular to all his staff who shall acknowledge receipt hereof.

For Compliance.



ORLANDO V. SORIANO  
Administrator

March 7, 1997