



Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS: 97-60-71 to 78
CABLE: NIAPHIL
TELEX: 42802 NIA PM

OUR REFERENCE:

HC No. _____, s. 1998

MEMORANDUM CIRCULAR

T O : The Deputy Administrator, Assistant Administrators, Heads of Departments and Staffs, Regional Irrigation Managers, Operations Managers, Heads of Foreign-Assisted Projects, Provincial Irrigation Officers, Irrigation Superintendents and All Others Concerned
National Irrigation Administration

SUBJECT : Optimizing The Use of Government Training Facilities

Quoted hereunder in full is the Department of Budget and Management Circular Letter No. 98-14 dated May 15, 1998 for your information, reference and guidance.

"Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

CIRCULAR LETTER

No. 98-14

May 15, 1998

T O : Heads of Departments, Bureaus, Offices and Agencies of the National Government, including State Universities and Colleges, and Government-Owned and -Controlled Corporations

SUBJECT : OPTIMIZING THE USE OF GOVERNMENT TRAINING FACILITIES

- 1.0 This Circular is being issued in furtherance of the need to adopt economy measures in 1998, in view of the current economic difficulties resulting from the currency issue.
- 2.0 As a supplementary measure to those indicated in Administrative Order No. 372, as clarified under DBM Circular Letter No. 3-98, all government departments and agencies, including state universities and colleges and government-owned and -controlled corporations, are hereby enjoined to utilize government facilities, including the Development Academy of the Philippines Conference Center in Tagaytay City, in trainings, workshops, seminars, conferences, conventions, and other related activities, instead of using privately-owned hotels, restaurants, conference/training centers and resorts.
- 3.0 Local government units are likewise encouraged to avail of existing facilities owned and managed by the government as venues for their training programs, seminars and similar undertakings, to conserve government financial resources and achieve cost effectiveness in government operations.
- 4.0 However, strict compliance with the 50% reserve requirement imposed on the appropriation for seminars, trainings and workshops, as provided under Section 89 of the General Provisions of RA 8522 (FY 1998 GAA), shall continue to be observed.
- 5.0 For guidance.

(SGD.) EMILIA T. BONCODIN
Secretary"

Be guided accordingly.

Manuel Antonio S. Arevalo
MANUEL ANTONIO S. AREVALO
Administrator

July 15, 1998