



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.: 929-60-71 to 78
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802 52099

OUR REFERENCE:

MEMORANDUM CIRCULAR

M.C. 28 s. 1999

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT
ADMINISTRATORS, DEPARTMENT/REGIONAL/
OPERATIONS/PROJECT MANAGERS, STAFFS,
IRRIGATION SUPERINTENDENTS, PROVINCIAL
IRRIGATION ENGINEERS, ADMINISTRATIVE/FINANCE
MANAGERS

SUBJECT : **PREScribed SIGNATORY OF ALL DEPARTMENT
REQUESTS/REPORTS SUBMITTED TO THE DEPARTMENT
OF BUDGET AND MANAGEMENT (DBM)**

Quoted hereunder in full is Department of Budget and Management (DBM)
Circular No. 99-9 s. 1999 for the information and guidance of all concerned, viz:

“Department of Budget and Management
Malacañang, Manila

August 23, 1999
CIRCULAR NO. 99-9

FOR : **ALL DEPARTMENT SECRETARIES; HEADS OF
ATTACHED AGENCIES, HEADS OF REGIONAL AND
PROVINCIAL OFFICES AND ALL OTHERS CONCERNED**

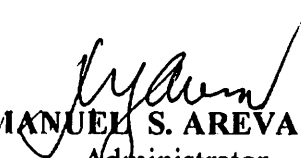

SUBJECT: **Prescribed Signatory of All Department Requests/Reports
Submitted to the Department of Budget and Management (DBM)**

1.0 All departments/agencies are hereby instructed to follow the aforementioned
procedures when submitting requests/reports addressed to the DBM:

- 1.1 The Department Secretary shall endorse all types of requests addressed to DBM. In case the Department Secretary has delegated this signing authority to his Undersecretary/Assistant Secretary, he should notify DBM in writing.
- 1.2 The authorized signatory of accountability reports i.e., Head of Accounting Unit (for the required certification) and Head of Agency (as approving authority) should actually be the ones to sign the said reports. These authorized officials are required to affix their initials or signature on each page of the accountability reports/supporting documents, including the List of Due and Demandable Accounts Payable, being submitted to the DBM. In this connection, the Department Secretary shall provide DBM with the names and designation of all these authorized signing officials including their specimen signature.
- 2.0 All requests, including those submitted prior to this issuance of this Circular Letter, shall be returned immediately if found to be inconsistent with the provisions hereto.
- 3.0 Please be guided accordingly.

(SGD.) BENJAMIN E. DIOKNO
Secretary"

Compliance is enjoined.


MANUEL S. AREVALO
Administrator 

1999 September 01