

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

Route for Info.

MEMORANDUM CIRCULAR

MC # 31, S. 1999

TO : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;
HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION
MANAGERS; OPERATION MANAGERS; HEADS OF FOREIGN ASSISTED
PROJECTS; PROVINCIAL IRRIGATION OFFICERS; IRRIGATION
SUPERINTENDENTS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : USE OF COLOR CODE FOR OFFICIAL CORRESPONDENCE

For purposes of identification and uniformity in maintaining records files of outgoing official correspondence, whether internal or external, yellow onion skin paper shall be used as duplicate copy and shall be kept by the Records Management Division/Section/Unit of NIA Office concerned for their official files.

It is likewise reminded that all official correspondence that are being routed among the line and staff personnel should include in its routing the Records Management Division/Section/ Unit, as the end station where duplicates shall be stripped for filing and safekeeping purposes.

This memorandum takes effect immediately.

For compliance.


MANUEL S. AREVALO
Administrator

23 September, 1999