

102 Apr 2000

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

MC # 5 s, 2000

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT MANAGER, PROJECT/OPERATION MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS, AND ALL OTHERS CONCERNED

SUBJECT : **NEW CUT-OFF DATE OF REPORTS & DEADLINE IN THE SUBMISSION OF REPORTS**

The President and the Secretary of the Department of Agriculture (DA) are requiring the agency to submit accomplishment report on **a monthly and a quarterly basis**.

In consonance with the DA requirement regarding submission of reports, the following changes in the cut-off date and deadline of submission should be strictly followed:

A. **New Cut-Off Date of Reports** : 15th of the month under review

B. **New Deadline of Submission**


Submission		Name of Report	Deadline of Submission
By	To		
1. Field/Regional/ Project Offices	C.O.- Based PMOs/ Departments	All reports	21 st of the month under review
2. C.O.-Based PMOs/ Departments	MISD-CORPLAN	All reports	25 th of the month under review
3. Regional Offices/ PMOs	MISD-CORPLAN	MISD forms per MC # 33, s. 1998	21 st of the month under review
4. MISD-CORPLAN	DA & other government offices	All reports	End of the month under review

[Signature]

This memorandum supersedes the cut-off date and deadline of submission set in the memorandum dated 01 February 2000 and MC # 33 s. 1998 regarding monthly reports.

As directed by the OSEC, only those reports submitted on time will be included. Late reports will be included in the following monthly or quarterly report. However, sanctions shall be imposed to those offices who submitted late reports.

For strict compliance.


MANUEL S. AREVALO
Administrator

March 30, 2000