



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

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OUR REFERENCE:

MC No. 52 2001

**MEMORANDUM CIRCULAR**

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
REGIONAL IRRIGATION MANAGERS, PROJECT MANAGERS AND  
DEPARTMENT MANAGERS

SUBJECT : **EXPEDITIOUS AND EFFICIENT PROCESSING  
OF REQUESTS, VOUCHERS, AND OTHER PAPERS**

During the Managers' Conference on 20-22 August 2001, I stressed that the center of our attention should be our customer – the farmers. And our front liners, who directly attend to the needs of Juan, are our field personnel and project implementors.

Therefore, we, here at the central office – Finance, Personnel, Legal, Administration, SOEM, PDI, Office of the Administrator – should make sure that our regional and provincial offices are able to deliver the services that the farmers need as efficiently and swiftly as possible. Also, we have to make sure that our project offices are able to implement irrigation projects without delay.

This means that our primary role and responsibility here at the central office is to provide full support – financial, administrative and moral – to our field offices. We have to facilitate their work as well as anticipate and provide their requirements in the fastest possible way.

We, therefore, have to dramatically cut the processing time of requests, vouchers, checks and other papers. I am instructing Finance, Personnel, Procurement, Legal, CORPLAN, MSD and all the support offices under PDI, SOEM and the Office of the Administrator to cut by at least one-third the processing time of these papers.

*4041-08-38-65*

While I want speedy processing of papers, it does not mean that the quality of your work or output should be sacrificed. In fact, I enjoin everyone to perform thorough review of, and complete staff work on, the proposals / papers that reach your office. Expeditious processing and quality output go hand in hand. That is what efficiency means.

I am instructing the MSD to submit to me a report on the improvement thereon after one month and I want the field / project offices to report to me any problem or improvement in the system.

For compliance.



**JESUS EMMANUEL M. PARAS**  
Administrator

27 August, 2001