



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

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af 12 Apr 2002

OUR REFERENCE:

MC No. 24, Series of 2002

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT/ REGIONAL IRRIGATION / PROJECT / OPERATIONS
MANAGERS, STAFFS, PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION
SUPERINTENDENTS, COA PERSONNEL, AND ALL OTHERS CONCERNED.

SUBJECT : **DBM CIRCULAR LETTER NO. 2001-14 DTD JULY 31, 2001**

Quoted hereunder in full for the information and guidance of all concerned is the Department of Budget and Management Circular Letter No. 2001-14 dated July 31, 2001 to wit:

“REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

CIRCULAR LETTER

No. 2001-14
July 31, 2001

TO : All Heads of Department/Agencies/State Universities and Colleges and Other Offices of the
National Government, Government Owned or Controlled Corporations and Local
Government Units; Budget Officer; Heads of Accounting Units and All Others Concerned

SUBJECT : **Additional Guidelines in the Correction of Names of Creditors/Retirees**

1.0 Effective immediately, the correction of typographical errors in the names of creditors/retirees is delegated to agency heads.

1.1 The correction shall be made through a letter to the MDS-GSB to be signed by the authorized signatories in the MDS Check/Advice to Debit Account (ADA).

1.2 The correction of typographical errors shall be limited to the following:

1.2.1 Change of one letter in the name of creditor/retiree (Example: a to o, e to l, p to f, s to z)

1.2.2 Abbreviations used in the business name (Example: Co. to Company, Inc. to Incorporated).

2.0 The existing guidelines under Circular Letter No. 99-4A dated October 14, 1999 on “Additional Procedures to be followed in the Payment of Terminal Leave and Retirement Gratuity” specifically in the payment of benefits to the legal heirs of the retiree when the retiree dies while his claim for payment is being processed, is hereby reiterated.

3.0 In addition, the following guidelines are also being prescribed in the event a pensioner dies while his claim for payment is being processed and after the DBM has issued the allotment and the cash allocation for the purpose.

3.1 The agency shall pay the pension to the legal heirs of the deceased pensioner.

3.2 The payment thru MDS check/ADA shall be honored by the MDS-GSB upon submission by the agency of a copy of the death certificate of the pensioner and decision of the agency's legal office/adjudicated board identifying the legal heirs of the deceased.

4.0 For your compliance.

(Sgd.) EMILIA T. BONCODIN
Secretary"

Please be guided accordingly.


JESUS EMMANUEL M. PARAS
Administrator

10 April, 2002