



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

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OUR REFERENCE:

MC No. 49, s. 2002

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
HEADS OF DEPARTMENTS AND STAFFS, REGIONAL/
OPERATIONS/ PROJECT MANAGERS, PROVINCIAL IRRIGATION
OFFICERS, IRRIGATION SUPERINTENDENTS, DIVISION
MANAGERS AND ALL OTHERS CONCERNED

SUBJECT : DUTY TO RESPOND TO ALL COMMUNICATIONS WITHIN
FIFTEEN (15) WORKING DAYS

Attached for your information and guidance is a copy of memorandum from the Presidential Anti-Graft Commission dated July 5, 2002, requiring all officials and employees of the government to respond to all communications within fifteen (15) working days pursuant to Section 5, Paragraph (a) of RA 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees".

For strict compliance.


JESUS EMMANUEL M. PARAS
Administrator

August 7, 2002

of the Philippines
PRESIDENTIAL ANTI-GRAFT COMMISSION

M E M O R A N D U M

DATE : 5 JULY 2002
TO : ALL PUBLIC OFFICIALS AND EMPLOYEES
FROM : THE PRESIDENTIAL ANTI-GRAFT COMMISSION
RE : DUTY TO RESPOND TO ALL COMMUNICATIONS WITHIN FIFTEEN (15) WORKING DAYS PURSUANT TO SECTION 5 PARAGRAPH (A) OF REPUBLIC ACT NO. 6713 OTHERWISE KNOWN AS THE "CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES"

The Presidential Anti-Graft Commission (PAGC) has received a number of complaints on alleged official inaction or delayed action on letters, telegrams, petitions or other forms of communications from the citizenry.

Please be reminded that Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," provides:

"Section 5. Duties of Public Officials and Employees. – In the performance of their duties, all public officials and employees are under obligation to:

- (a) Act promptly on letters and requests. – All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request. (Underscoring supplied.)

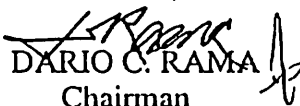
In relation to this, the Code provides:

"Section 5. Penalties. –

- (a) Any public official or employee, regardless of whether or not he holds office or employment in casual, temporary, holdover, permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) month's salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. x x x " (Underscoring supplied.)

Also, please be reminded that with respect to Presidential appointees, the Commission has the power to investigate or hear administrative cases or complaints involving possible violation of R.A. No. 6713 (Section 4[3], Executive Order No. 12 series of 2001), among others.

For your guidance and strict compliance.


DARIO C. RAMA
Chairman

GEL7/5/2002